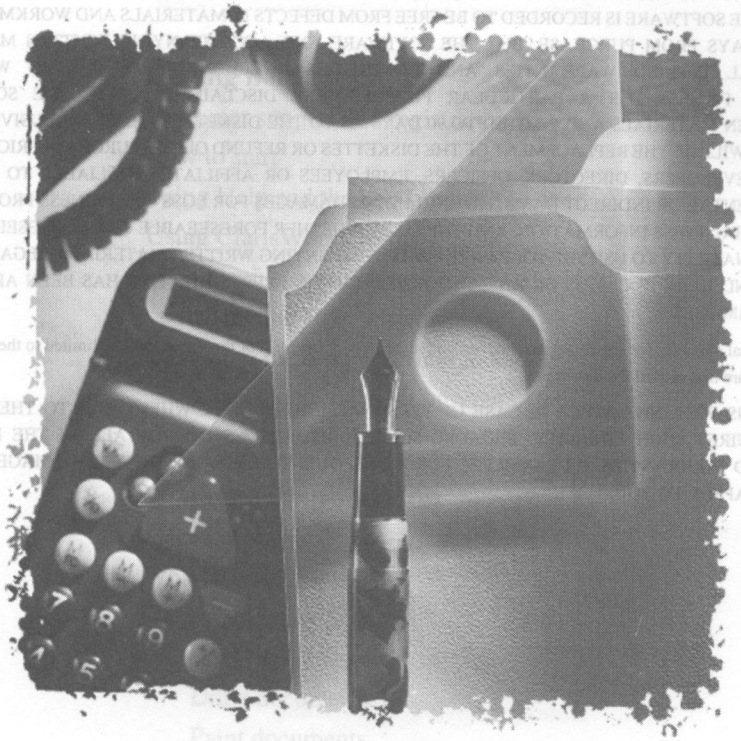
CLARIS™

FOR MACINTOSH

ClarisWorks™ 4.0

USER'S GUIDE

FOR MACINTOSH



ClarisWorks™ 4.0

USER'S GUIDE

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Getting help

This user's guide introduces you to the ClarisWorks™ application from Claris Corporation. ClarisWorks is an all-in-one software package offering seamless integration of word processing, outlining, presentations, drawing, painting, spreadsheet computation and charting, database management, and communications.

Customer support and registration

Please take the time to complete and mail the postage-paid product registration card for your new software. For information about customer support, refer to the *Claris Customer Support Booklet* included in the product package.

How to start

This user's guide is designed to get you started fast, whether you're a new or experienced ClarisWorks user.

If	Do this
You're new to ClarisWorks or want a complete understanding of ClarisWorks	Become familiar with Macintosh techniques such as using the mouse and saving documents. Refer to the documentation that came with your computer for this information. Start ClarisWorks (see "Starting ClarisWorks" on page 2-1 if you need help). Then view the onscreen tour, "Introduction to ClarisWorks," to understand what ClarisWorks is all about. Begin the tour by choosing Introduction to ClarisWorks from the ? menu. Practice using ClarisWorks while reading this user's guide and referring to onscreen Help.
You've used ClarisWorks before	Read the rest of this chapter to learn how to use this user's guide and ClarisWorks Help together. Start ClarisWorks (see "Starting ClarisWorks" on page 2-1 if you need help). Then review the list of new features in ClarisWorks 4.0. To find the list of new features, choose ClarisWorks Help Contents from the ? menu and then click New features in ClarisWorks 4.0. As necessary, review ClarisWorks Help topics and the chapters in this book to learn more about specific procedures.

Using Help and the user's guide together

This user's guide and ClarisWorks Help, a comprehensive onscreen Help system, are designed to work together.

Text marked with a blue bar, in the margin or within the text, list index entries to ClarisWorks Help topics. These Help topics provide more information about a feature.

In the Help index,* see:

- index entries relating to the current section are listed here

For information on	In the Help index,* see:
A ClarisWorks feature	▸ index entries for relevant topics are listed here

To look up an index entry in ClarisWorks Help, start ClarisWorks, choose Index from the ? menu, and then scroll to the entry. Choose a topic from the list and click Go To Topic. For complete directions for using the index to onscreen Help, see "Using the onscreen Help index" on page G-5.

Special information in this user's guide looks like this:

Note, Tip, or **titled** messages give extra or helpful information about a subject.

Important messages alert you to situations that require attention, such as an action that you can't undo.

Glossary terms are listed in the user's guide index. For example, to find the definition of the term *cell range*, look up *Cell range, described.*

Using ClarisWorks Help

ClarisWorks Help completely documents all ClarisWorks features. As you get comfortable with ClarisWorks, you'll be able to find all the information you need in ClarisWorks Help.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Opening and closing ClarisWorks Help

To open Help when ClarisWorks is running, start by making sure ClarisWorks is the active application (choose ClarisWorks from the application menu at the right of the menu bar). Then press the Help key (on an extended keyboard), press ⌘-?, or choose a command from the ? menu:

Choose	To see
ClarisWorks Help Contents	Topic titles in a table of contents
Index	An alphabetical list of index entries
How to Use Help	Information on navigating and using ClarisWorks Help

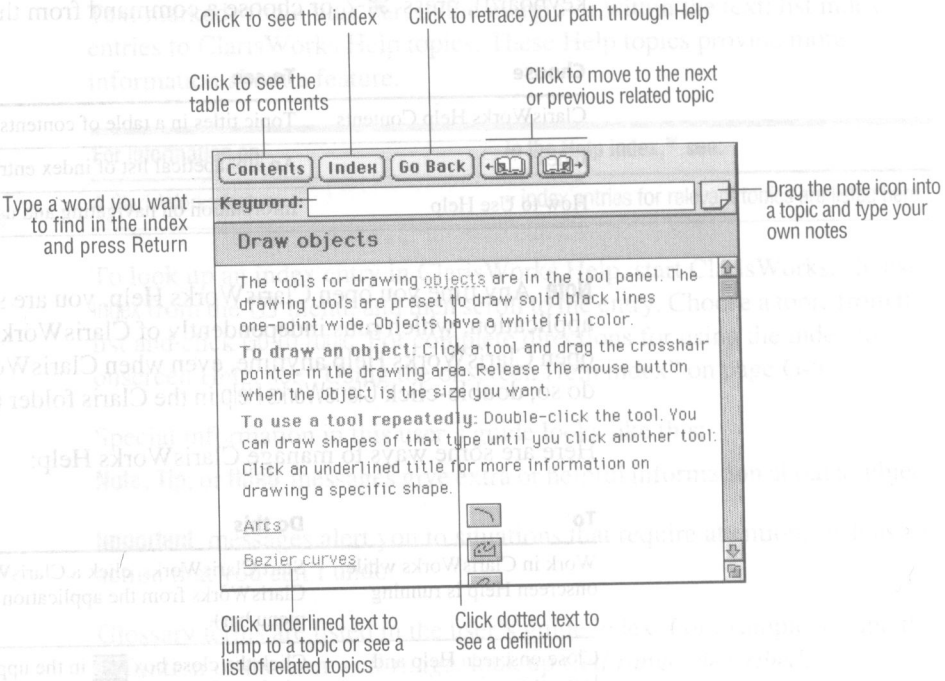
Note Any time you open ClarisWorks Help, you are starting the QuickHelp application, which runs independently of ClarisWorks. This means you can open ClarisWorks Help anytime, even when ClarisWorks is not running. To do so, double-click ClarisWorks Help in the Claris folder (in the System Folder).

Here are some ways to manage ClarisWorks Help:

To	Do this
Work in ClarisWorks while onscreen Help is running	Start ClarisWorks, click a ClarisWorks window, or choose ClarisWorks from the application menu (at the right of the menu bar).
Close onscreen Help and leave it running	Click the close box in the upper-left corner of the window. QuickHelp continues to run in the background. To show onscreen Help again, click a ClarisWorks window and then press ⌘-?.
Hide onscreen Help and leave it running	Click an onscreen Help window and then choose Hide QuickHelp from the application menu (at the right of the menu bar). To show onscreen Help again, choose Show All from the application menu.
Quit onscreen Help and the QuickHelp application	Click the Help window to make it active and then choose Quit from the File menu.

Using the Help window

When you open Help, you see the Help window. To navigate in the Help system, you click buttons and underlined text.



Use these tips when working with ClarisWorks onscreen Help:

To	Do this
Move a window	Drag the window's title bar.
Arrange windows for easy access	On a small screen, move the ClarisWorks document window and the Help window so the corners overlap. Then you can click a corner to bring a window into view.
	On a larger screen, arrange the windows side by side.
Switch between the Help window and a ClarisWorks document window	Click the window you want to work with.

Using the onscreen Help index

To search for topics by looking through an alphabetical list of words or phrases (like a book index), use the onscreen Help index.

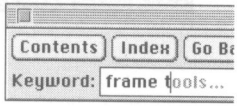
To browse through the index, click Index in the onscreen Help window. Scroll through the alphabetical list or type the first few letters of the entry you're looking for.

To go to a particular index entry—for example, if you're using the index entry in the margin of the user's guide to direct you to a topic— you can type the index entry in the Keyword box.

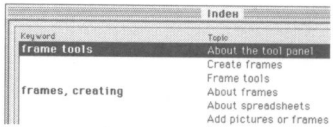
In the Help index,* see:

▸ frame tools

You see this in the user's guide



Type all or part of the index entry and press Return



ClarisWorks displays the index so you can select a topic (if there's only one topic for that entry, you see the topic)

Select the topic you want to see and click Go To Topic. To return to the same spot in the index, click Index again.

Learning more about onscreen Help

Refer to ClarisWorks Help for more tips on locating information and customising onscreen Help.

For information on	In the Help index,* see:
Adding your own notes to a Help topic	▸ Help, customising
Copying Help topics into an existing document	▸ Help, copying
Finding text within a Help topic	▸ Help command
Marking topics you use often	▸ Bookmarks in Help
Printing one or more Help topics	▸ Help, printing
Referring to a glossary of ClarisWorks terms	▸ glossary

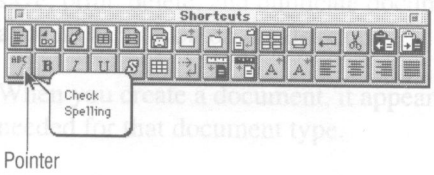
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Getting additional help

To see additional onscreen features that tell you more about ClarisWorks or help you to use ClarisWorks efficiently, choose a command from the ? menu:

Choose	To
About Balloon Help	See directions for using Apple Balloon Help
Show Balloons	See brief descriptions of ClarisWorks tools, icons, menus, and shortcut buttons (alternates with the Hide Balloons command)
Introduction to ClarisWorks	Take an onscreen tour of the most important ClarisWorks features and concepts
ClarisWorks Assistants	Use automated assistance in creating various types of documents (such as a newsletter) and performing complex tasks (such as adding a table to a document)

Tip To see balloons for ClarisWorks shortcut buttons (even when balloons are hidden), hold the mouse pointer over the shortcuts palette for a few seconds. For information on showing and working with the shortcuts palette, see "Working with shortcuts" on page 3-18.



Chapter 1: Introduction

With the ClarisWorks application, you can do all the jobs you perform most often on a personal computer: word processing, outlining, drawing and painting, presentations, spreadsheet computation and charting, database management, and telecommunications. This chapter describes the different types of work you can do with ClarisWorks.

Where to start

First go through the introductory material (both in print and onscreen) that you received with your computer. When you're ready to learn about ClarisWorks, start by running the onscreen tour, "Introduction to ClarisWorks." For directions on starting ClarisWorks and running the onscreen tour, see "Starting ClarisWorks" on page 2-1. The tour is an easy way to see what ClarisWorks can do for you.

What's a document?

A ClarisWorks document

You use the ClarisWorks application to create documents. A *document* is a computer file in which you enter information. You can create, open, change, save, print, delete, and duplicate documents. When closed, a document appears as an icon on the desktop.

When you create a document, it appears in its own window, with the tools needed for that document type.

When a document is open, you see its contents (such as a letter or a drawing) displayed in the window. When printed, a document looks just as it does on the screen.

Document types

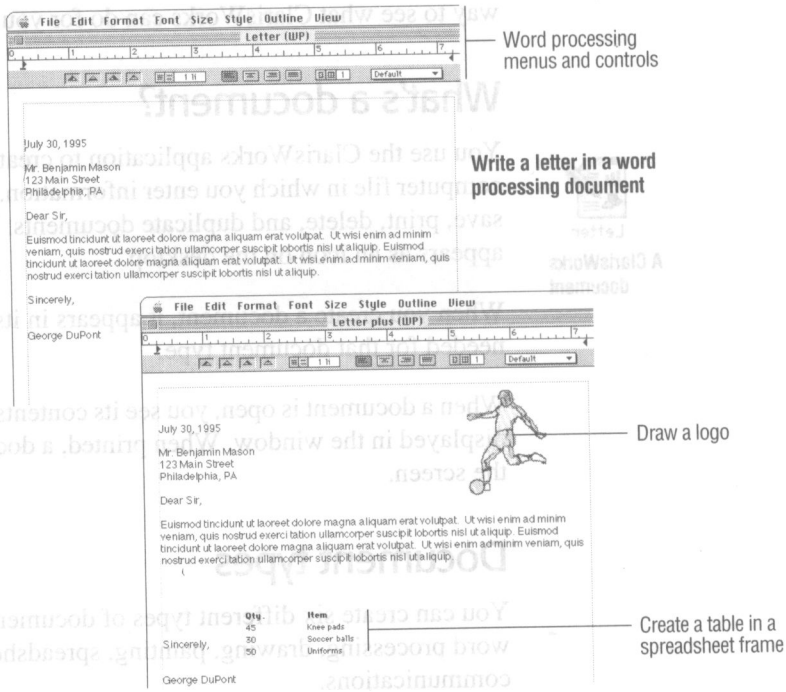
You can create six different types of documents with ClarisWorks—word processing, drawing, painting, spreadsheet, database, or communications.

While each type of document is mainly for a certain type of work such as writing a letter or drawing a picture, you can use ClarisWorks to combine different types of work within a single document by using *frames*— "views" of a different type of document. For example, you can add a spreadsheet to a letter without first creating a spreadsheet document.

As you look at the document windows on the following pages, notice that each document type has its own menus and tools.

Text (word processing) documents

Use a word processing document when you want to write a letter, report, story, outline, form letter, or other project that is mostly text. If you want to add a spreadsheet or pictures, you can do so without leaving the word processing document by creating a spreadsheet frame or drawing directly in the letter.



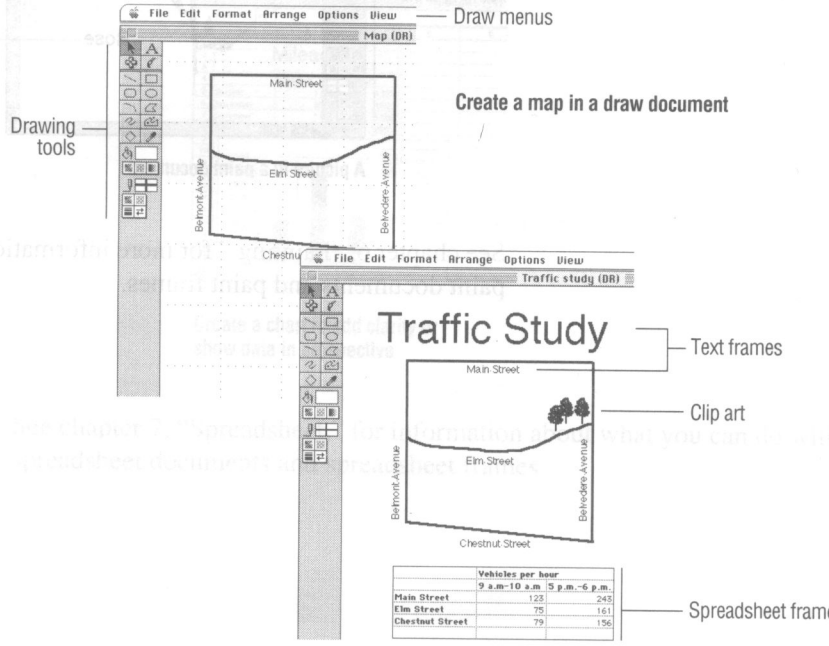
Add a drawing and a spreadsheet frame

ClarisWorks gives you great flexibility in the way you present what you write. Using multiple columns, for example, you can create professional-looking catalogs and reports. You can write better research papers by using ClarisWorks to outline your ideas and add footnotes or endnotes that number and renumber automatically.

See chapter 4, "Text (word processing)," for more information about what you can do with word processing documents and text frames.

Draw documents

Use a draw document for artwork and page layout. A draw document includes objects (such as rectangles, circles, and lines) that you can create, select, move, and modify. If you want to add text, a spreadsheet, or clip art, you can do so in the same document.



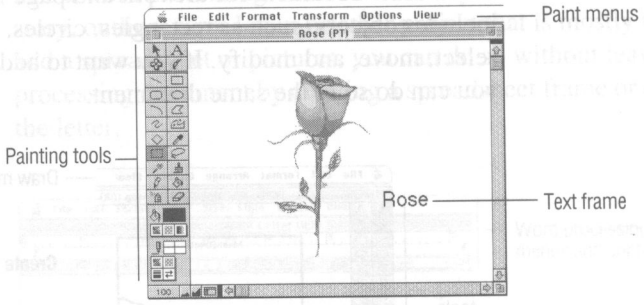
Add text and data to create a presentation

Draw documents are useful for creating presentations, maps, organizational charts, and illustrations. Draw documents are especially useful for complex page layouts—you can link text frames in a draw document so the text flows from one frame to the next.

See chapter 5, "Drawing," for more information about what you can do with draw documents and using drawing tools in all types of documents. For information on linking frames, see chapter 9, "Beyond the basics."

Paint documents

Use a paint document primarily for creating illustrations. You can use the same tools as when you create drawings, plus a set of tools for special effects like paintbrush strokes and spray paint. If you want to add a spreadsheet, text, or clip art, you can do so without leaving the paint document.

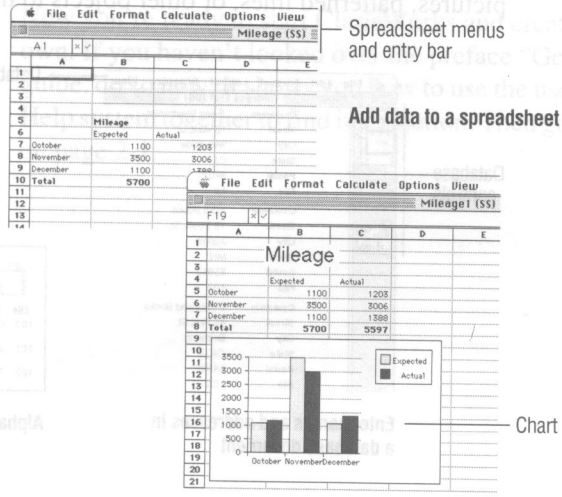


A picture in a paint document

See chapter 6, "Painting," for more information about what you can do with paint documents and paint frames.

Spreadsheet documents

Use a spreadsheet document to organize numeric information, make calculations, and create professional-looking reports. You can also use a spreadsheet for any type of information (such as a schedule) that you want to present in a columnar format. You can add a headline or pictures, or turn the numbers into charts to aid comprehension, right in the spreadsheet document.

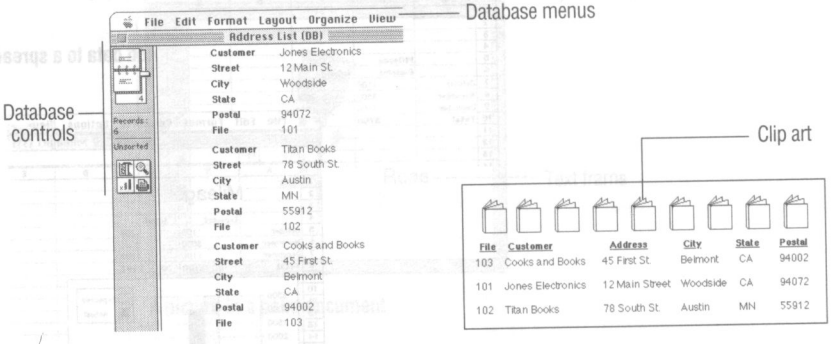


Create a chart to add clarity or show data in perspective

See chapter 7, "Spreadsheet," for information about what you can do with spreadsheet documents and spreadsheet frames

Database documents

Database documents are useful for managing and organising large collections of information, such as address lists, student or customer records, or research notes. In a database document you can accumulate information, sort it, and print attractive reports. You can also perform sophisticated searches to find and work with only the information you want. By creating different layouts (views) of the data, you can organize and present the same data in many different ways. You can also enhance the data by adding pictures, patterned lines, or other objects to the database document.



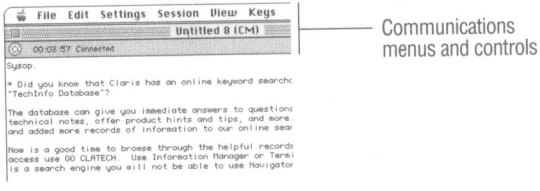
Enter names and addresses in a database document

Alphabetize the list and add a picture

See chapter 8, "Database," for more information about database documents.

Communications documents

A communications document is different from other ClarisWorks documents. It conducts a communications session between your computer and an online information service, a bulletin board, or another computer.



A communications session

With a communications document, you can connect to a remote computer and receive, send, and save data. Options are preset for most commonly used settings, so all you usually have to do is add the telephone number.

See chapter 10, "Communications," for more information about communications documents.

Where to go from here

Now you're ready to start ClarisWorks and create some documents of your own. If you haven't looked over the preface "Getting help" in this user's guide, do so now. It shows you how to use the user's guide and the onscreen Help system together to find information. Then go to "Starting ClarisWorks" on page 2-1.

Chapter 2: Creating, opening, and printing documents

This chapter provides basic information about using ClarisWorks that generally applies to all document types. These subjects are covered:

- starting and stopping ClarisWorks
- creating and saving documents
- printing documents

For information on working with windows, pages, libraries, and shortcuts, see chapter 3, "Basics." For information unique to a particular type of document or frame, see the appropriate chapter in this user's guide.

In the Help index,* see:
▸ Help, finding

All features, including procedures and shortcuts, are described thoroughly in onscreen Help. See "Using ClarisWorks Help" in the preface "Getting help" if you are not familiar with onscreen Help or how this user's guide and Help work together.

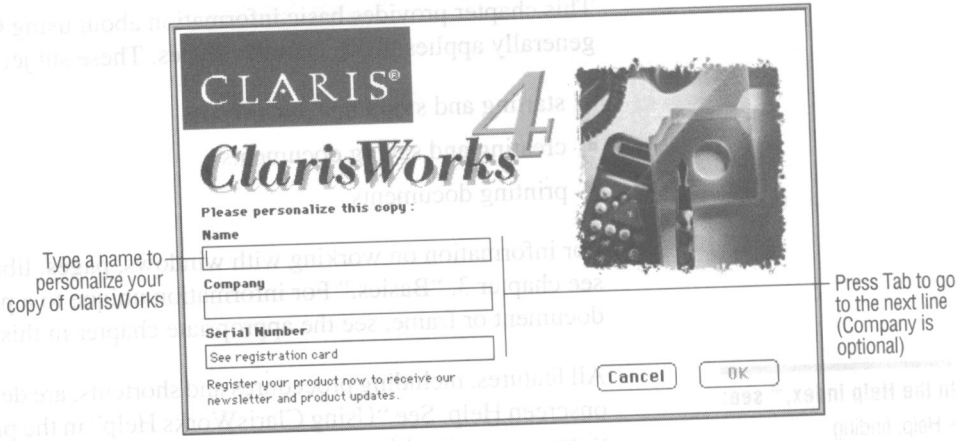
Starting ClarisWorks

To start ClarisWorks, double-click the ClarisWorks 4.0 folder icon to display its contents. Then double-click the ClarisWorks application icon.

The first time you start ClarisWorks, you're asked to enter your name, company name, if applicable, and product serial number. You need to do this only once when you start ClarisWorks.

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

If you've entered your name in the Sharing Setup dialog box, your name appears automatically in the Name box.



Important Check your typing carefully. If you find a mistake, press Tab to move through the boxes and correct the error or type the information again. You can't change the name, company, or serial number after you leave this dialog box unless you reinstall ClarisWorks.

If you're new to ClarisWorks or unfamiliar with the new features in ClarisWorks 4.0, run the onscreen tour. You can run the tour at any time by selecting Introduction to ClarisWorks from the ? menu.

Creating a document

In the Help index,* see:

▸ documents, creating

You can start with a blank document, or use the ClarisWorks Assistants, which help you create specific documents to meet your home and office needs, or you can open custom templates, called *stationery*.

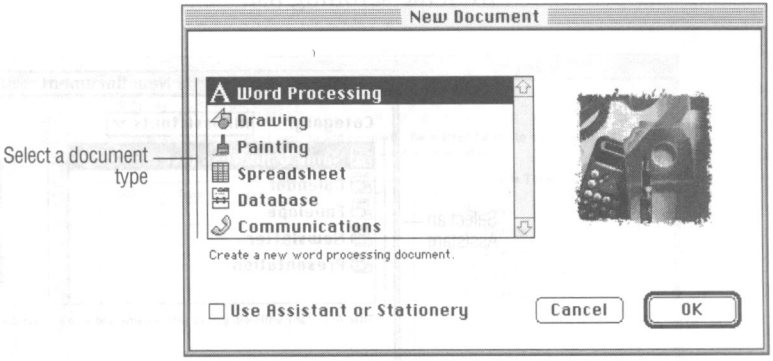
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating a blank document

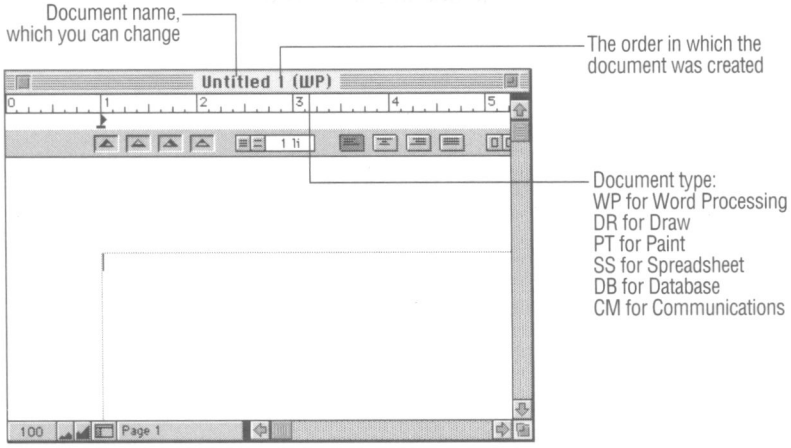
In the Help index,* see:

▸ New command

You can create a document when you start ClarisWorks or when ClarisWorks is already running. To create a document when ClarisWorks is running, choose New from the File menu.



When you create a document, you see the window for the document type you selected.



The margins, page numbering, and display are set up for each type of document. You can change these values using the Document command in the Format menu.

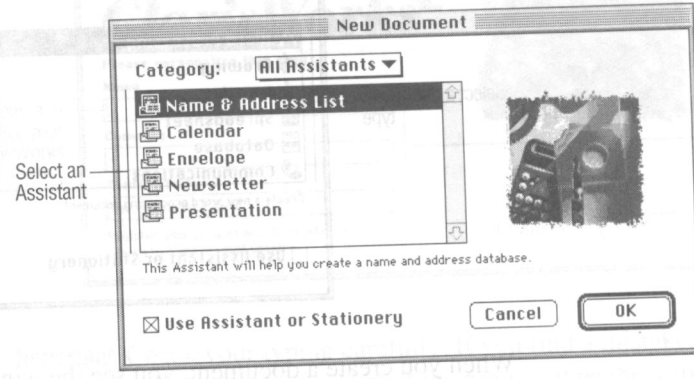
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Use an Assistant

In the Help index,* see:

▸ Assistants

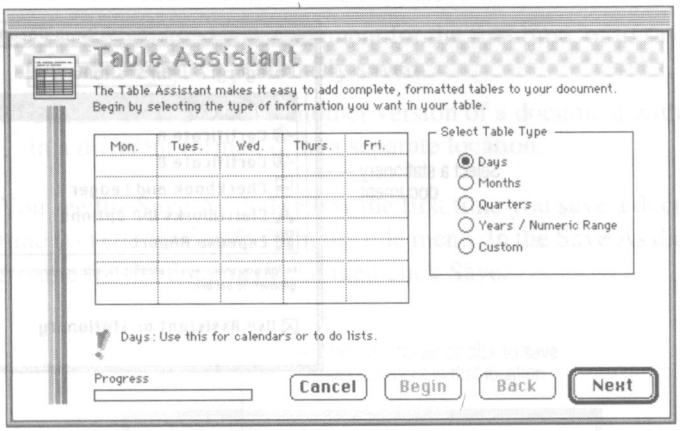
Use an Assistant to lead you step-by-step in creating specific documents (such as a document for addressing envelopes). To use an Assistant, choose New from the File menu, and then select Use Assistant or Stationery. Then, choose a category from the pop-up menu and select an Assistant from the scrolling list.



An Assistant prompts you to fill in information and has ClarisWorks create the document for you.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Note You can use some Assistants to help you perform a specific task in a document you've already opened. These Assistants are available in certain types of documents only. For example, the Assistant for creating tables is available in draw and word processing documents. To see the Assistants available for the current document, choose ClarisWorks Assistants from the ? menu. Then select the name of an Assistant and click OK.



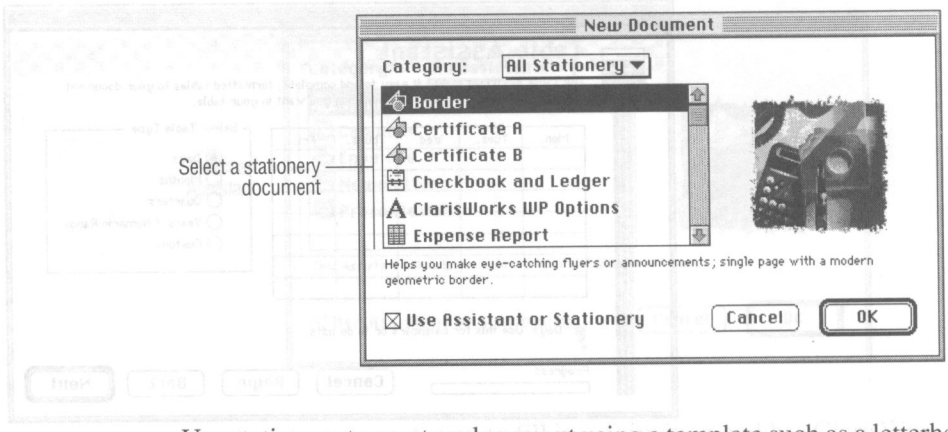
Assistant for creating tables

Use stationery

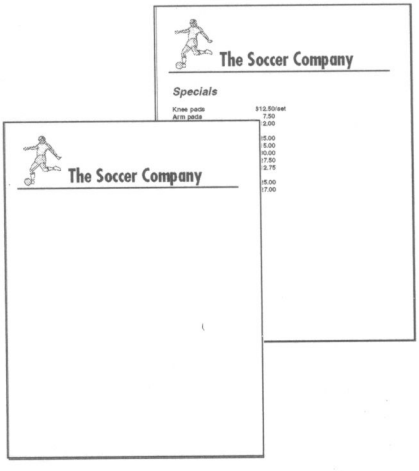
In the Help index,* see:

- stationery, using

To use stationery, a template with preformatted settings and options, choose New from the File menu and select Use Assistant or Stationery. Then choose a category from the pop-up menu, and select stationery from the scrolling list. For information about setting up stationery, see "Saving document formatting (stationery)" on page 2-9.



Use stationery to create a document using a template such as a letterhead, an envelope, or a fax cover sheet that you customise for your own use.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Saving a document

In the Help index,* see:

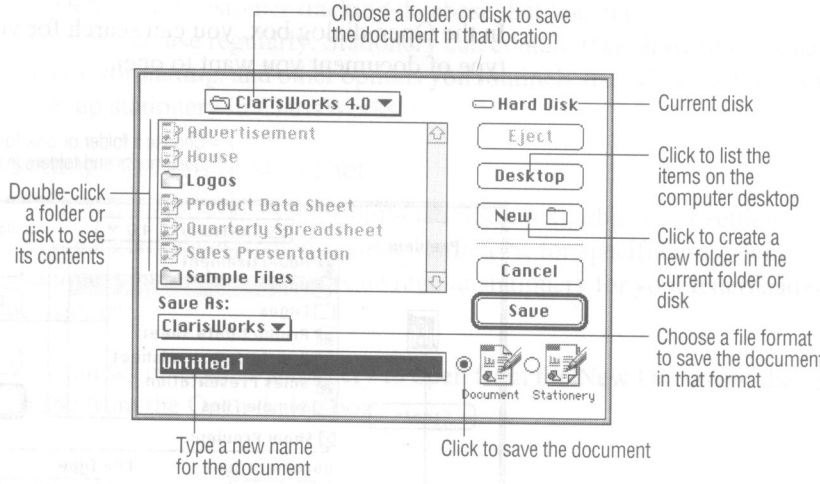
- Save As command
- Save command
- stationery, saving

When you finish working with a document, you save it to retain all your changes. You can also save text, draw objects, paint images, formatting, and settings in stationery (templates) that you can later reuse. See "Saving document formatting (stationery)" on page 2-9.

To save a document, choose Save or Save As from the File menu.

- Choose Save to save a document for the first time, or to save changes to a document you've previously saved.
- Choose Save As to save another version of a document with a new name, in a different format, or in a separate location.

You see the Save As dialog box the first time you save a document and any time you choose Save As from the File menu. In the Save As dialog box, enter a name for the document and then click Save.



If you try to save a document with the same name as another document in the same folder, you see a message asking if you want to replace the existing document with the current document.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

After you save a document for the first time, you can:

- resave it periodically to keep your work up to date
- save it with a different name to create two identical documents
- make a backup copy regularly to protect your data

Opening a document

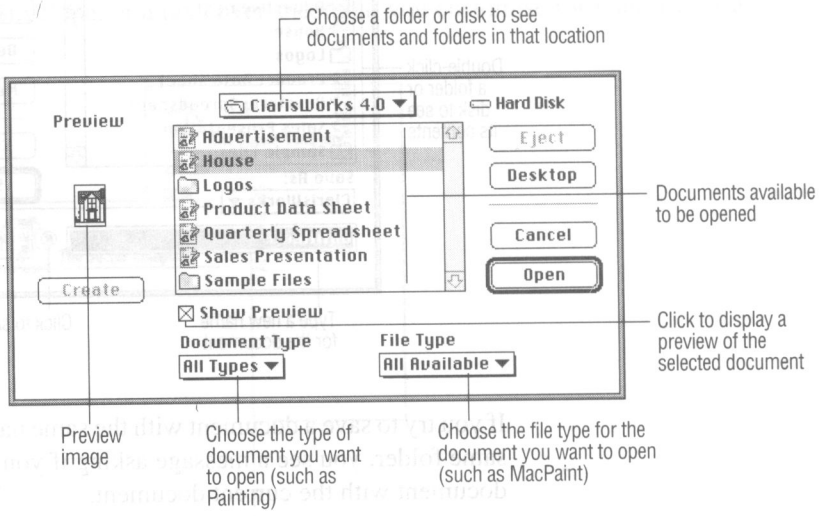
In the Help index,* see:

▸ Open command

When you open a document, it looks like it did when you last saved it. For information on opening and using stationery, see the next section.

To	Do this
Open a ClarisWorks document from within ClarisWorks	Choose Open from the File menu, choose the document and click Open.
Open a ClarisWorks document from the Finder	Double-click the document icon. ClarisWorks starts up (if it's not already running) and opens the document.

In the Open dialog box, you can search for your document and choose the type of document you want to open.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Note If you have the QuickTime extension in your Extensions folder (in your System Folder), you see a Show Preview checkbox under the scrolling list. Selecting Show Preview expands the dialog box so you can see a preview image (thumbnail sketch) of any PICT, QuickTime, or ClarisWorks word processing, draw, or paint document you select in the scrolling list. When the Create button is active (not dimmed), you can click it to create a preview for the selected document. To save ClarisWorks word processing, draw, and paint documents with a preview image, select Create Preview in the General area of the Preferences dialog box, and then save the document. (See "Setting preferences" on page 3-16.)

Saving document formatting (stationery)

In the Help index,* see:
▸ stationery, saving

Stationery is a template you create once and then reuse many times. Save a document as stationery whenever you spend time customising a document, and you think you may want to use the same settings again. For example, you can create stationery to design your own custom letterhead, a monthly newsletter, or a customer tracking database that you and the rest of your company can use regularly. Stationery can contain text, draw objects, paint images, formatting, and other options you routinely use. There are two ways to set up stationery in ClarisWorks.

Setting up regular stationery

In the Help index,* see:
▸ stationery, creating

If you plan to reuse the same combinations of text, objects, or settings, you can create templates, called *regular stationery*, for specific uses. For example, you might want to create regular stationery for your letterhead or a newsletter.

You can set up regular stationery to open from the New Document dialog box or from the Open dialog box.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Stationery set up to open from the New Document dialog box can be organized into categories to make it easier to find. To assign a category to a regular stationery document, choose Document Summary Info from the File menu, type a brief label in the Category box, enter any other summary information you want to save with the stationery, and click OK. This label shows in the Category pop-up menu in the New Document dialog box (click Use Assistant or Stationery to see the Category pop-up menu). For more information about entering document summary information, see "Identifying your documents" on page 2-12.

Note If you don't provide a category label, ClarisWorks assigns the stationery document to the None category.

Setting up default stationery

In the Help index,* see:
▸ blank documents

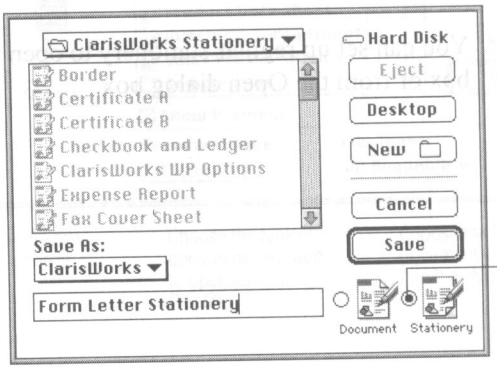
If you plan to use certain settings every time you create a document, set up a document as *default stationery* that opens automatically whenever you create a new document of that type. For example, you might want to change the default font used in a new word processing document.

Creating stationery

In the Help index,* see:
▸ stationery, creating

To create a stationery document, prepare a document with the settings and information you want to save as stationery, and then follow these steps to save the document:

1. Choose Save As from the File menu.
2. In the Save As dialog box, click the Stationery button.



Click to save the document as stationery

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

3. Select the folder into which you want to save the stationery.

   If you're creating default stationery, or if you plan to open stationery from the New Document dialog box, save the stationery in the ClarisWorks Stationery folder.

   If you're setting up regular stationery to open from the Open dialog box, you can save the stationery in any folder.

4. Type a name for the document.

   If you're setting up default stationery, there are specific naming conventions you must use. For details, see onscreen Help.

   If you're setting up regular stationery, you can save the document under any name. It's best to give regular stationery a name that helps you find it again (such as Form Letter Stationery).

5. Click Save.

In the Help index,* see:
▸ blank documents

Opening stationery

When you open a stationery (template) document, ClarisWorks opens it as a new, untitled document and the original document remains unaffected. You change the document as necessary and then assign it a new name when you save it.

To open default stationery, choose New from the File menu, select the type of document you want to open (such as Word Processing or Drawing), and click OK.

Note If you want to create a new document without the default stationery settings, select a standard document type (such as Standard Word Processing) from the scrolling list in the New Document dialog box.

You can open regular stationery from the New Document dialog box or from the Open dialog box.

In the Help index,* see:
▸ stationery, using

To open regular stationery from the	Do this
New Document dialog box	Choose New from the File menu and then select Use Assistant or Stationery. Then, choose a category from the Category pop-up menu, select the stationery name in the scrolling list, and click OK.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

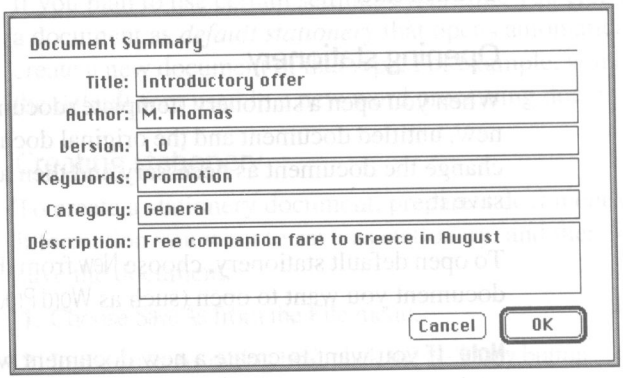
To open regular stationery from the	Do this
Open dialog box	Choose Open from the File menu, open the folder or disk containing the stationery, select the stationery name in the scrolling list, and click Open.

Identifying your documents

In the Help index,* see:

- Document Summary Info command

Save a description of your document if you want to include notes to yourself about the document's contents, or if you're planning to save the document as regular stationery (see "Saving document formatting (stationery)" on page 2-9). To save a description of your document, choose Document Summary Info from the File menu.



When you save a document as regular stationery and store it in the ClarisWorks Stationery folder, you see the document's summary information in the New Document dialog box.

What you enter for	Appears in the New Document dialog box as the
Title	Document name (in the scrolling list)
Category	Category name
Description	Document's description

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Importing and exporting documents

In the Help index,* see:
- exchanging data

You can share ClarisWorks documents with other applications using special files called *translators*. The ClarisWorks application comes with translators for many popular software applications.

ClarisWorks uses the translators in your Claris Translators folder to import and export files. (The Claris Translators folder is in the Claris folder, which is in the System Folder.)

To	Do this
Export a document so it can be read by an application other than ClarisWorks	Choose Save As from the File menu, and then choose a file format, such as MacWrite II, from the Save As pop-up menu. (If the application you want to use isn't listed, try using one of the commonly accepted formats —Text, DBF, DIF, Microsoft Excel, or SYLK—to save the document. You can then open the document in any application that supports those formats.)
Import (convert) a document created with a different application	Choose Open from the File menu. In the Open dialog box, select the appropriate document type from the Document Type pop-up menu. Select the file you want and click Open. The original document stays intact.
Insert an entire document, such as clip art (commercially produced graphics) from another application into a ClarisWorks document	Click at the point where you want to insert the file and then choose Insert from the File menu. In the Insert dialog box, select the file type you want from the Show pop-up menu, choose the file, and click Insert.

Note Inserting data into a database document requires steps not covered in this section. For more information, see "Inserting data from other applications" on page 8-38.

Closing a document

In the Help index,* see:
- Close command
- Quit command

Always close documents and windows before you exit ClarisWorks or turn off your computer.

To	Do this
Close a document	Choose Close from the File menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this
Close all documents	Hold down the Option key while you choose Close from the File menu.
Close all documents and ClarisWorks	Choose Quit from the File menu.

If you've made any changes in open documents but not yet saved them, ClarisWorks asks if you want to save the new version.

Printing a document or Help topic

In the Help index,* see:

- documents, printing
- Help, printing

To print the current document or a current Help topic, choose Print from the File menu. To bypass the Print dialog box and print a single copy of a document, hold down Option and choose Print One Copy from the File menu. (You cannot bypass the Print dialog box if you're printing a Help topic.)

When you first use your printer, or when you change printers, use the Chooser desk accessory (in the ⌘ menu) to identify the printer to the system software. For information on using the Chooser, see the documentation that came with your computer. Before you print, you can preview a document on the screen and make necessary adjustments.

To	Do this in ClarisWorks
Choose a printer	Select a printer using the Chooser.
Change the page orientation, page size, and other print settings	Choose Page Setup from the File menu.
Preview a draw, spreadsheet, database, or paint document on the screen	Choose Page View from the View menu. Word processing documents always appear in page view. For instructions on hiding the margins and page guides in a word processing document, see "Previewing pages for printing" on page 3-8.

See "Printing a spreadsheet document" on page 7-15 and "Printing a database document" on page 8-38 for more information about printing these document types.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

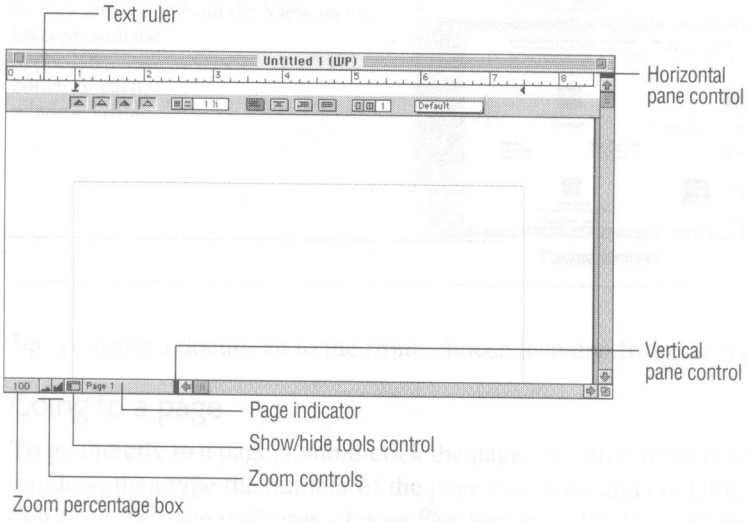
Chapter 3: Basics

This chapter covers working with windows and documents; using libraries to store drawings, images, frames, and text that you can reuse later; and using shortcuts to automate your work.

The information in this chapter generally applies to all document types. For information unique to a particular document type, see the appropriate chapter in this user's guide.

Working with windows

Each document appears in a window, which contains standard elements for working with applications. You also see elements unique to ClarisWorks.



Viewing windows

In the Help index,* see:

- viewing documents

You can view a window and its contents in different ways. For example, to see a drawing in detail, you can enlarge your view of it (zoom in). When you finish, zoom out to return to its original size.

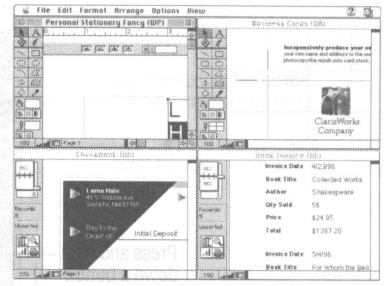
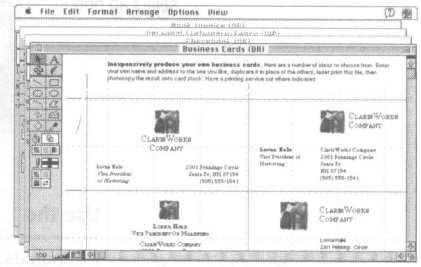
To	Do this	Example
Zoom in or out, or choose a zoom percentage	Click to zoom in, click to zoom out, or click the zoom percentage box and select a percentage.	Zoom out / Zoom in
Split a window vertically or horizontally to display different parts of a document at one time	Click the horizontal pane control in the upper-right corner, or the vertical pane control in the lower-left corner, and then drag the bar to a new position.	Drag down / Drag right

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Arranging windows

In the Help index,* see:
▸ Stack Windows command

ClarisWorks can tile or stack open document windows so they are arranged neatly on the screen.

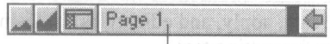
To	Do this	Example
Tile windows in a grid	Choose Tile Windows from the View menu.	 Tiled windows
Stack windows so they are layered, with the upper-left corner of each window visible	Choose Stack Windows from the View menu.	 Stacked windows

Tip To bring a document to the front, choose its name from the View menu.

Going to a page

In the Help index,* see:
▸ going to a page

To go directly to a page, double-click the page indicator at the bottom of the window, then type the number of the page you want and click OK. If you don't see the page indicator, choose Page View from the View menu.



Page indicator

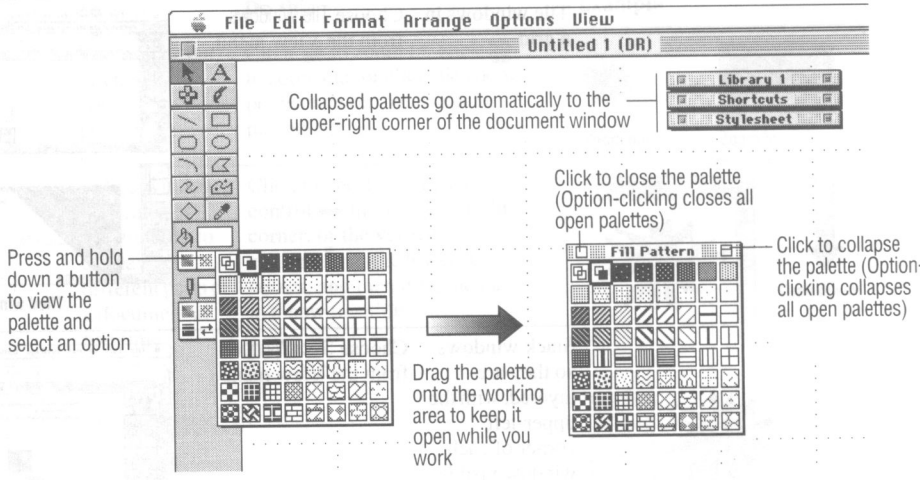
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Using palettes

In the Help index,* see:

- palettes, types
- palettes, using

A *palette* is a window with options you can apply to documents, frames, and objects. You can open, close, collapse, and expand palettes, such as the fill, pen, library, shortcuts, and stylesheet palettes.



Use the	To	For more information, see
Fill palettes	Fill an object with a colour, pattern, or gradient	"Changing the appearance of objects" on page 5-8
Pen palettes	Change the colour, pattern, or width of a line or an object's border, or add arrowheads to a line	"Changing the appearance of objects" on page 5-8
Mail merge palette	Merge database information with a word processing or spreadsheet document, or a text frame in a draw document	"Merging data into documents (mail merge)" on page 9-19
Shortcuts palette	Automate common ClarisWorks tasks	"Working with shortcuts" on page 3-18
Stylesheet palette	Create, apply, and edit styles for formatting text, paragraphs, spreadsheets, outlines, and graphic objects	"Using styles" on page 9-1

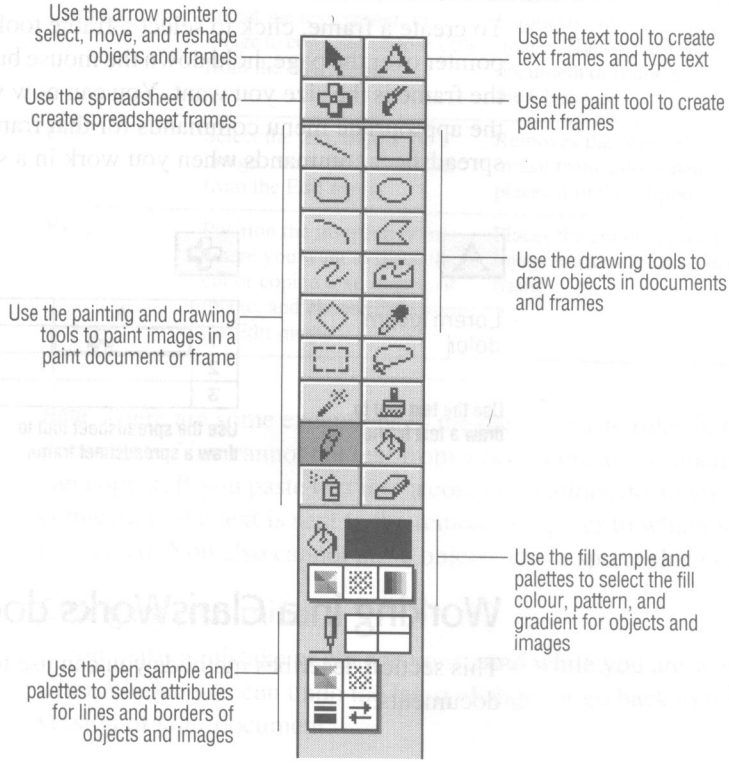
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Using the tool panel

In the Help index,* see:

- tool panel
- tools

The tool panel contains icons that represent the tools used to work in ClarisWorks. You use these tools to paint images, draw objects and frames (a special type of object), and change the appearance of objects and frames. For more information on frames, see the next section.



If you don't see the tool panel, click the show/hide tools control or choose Show Tools from the View menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

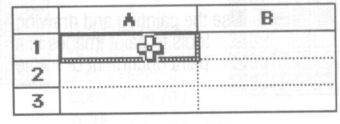
Working with frames

In the Help index,* see:
- frame tools
- frames, creating

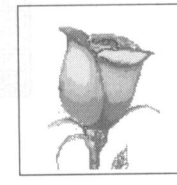
In ClarisWorks, you can add different types of information (spreadsheet data, text, and paint images) to the same document. These different types of information are stored in special objects called *frames*. A frame is an object that acts like a window to another type of document. You can draw frames in every type of document (except communications).

To create a frame, click to select a frame tool in the tool panel, position the pointer over the page, hold down the mouse button, and drag the pointer until the frame is the size you want. You can now work in the frame, and you see the appropriate menu commands for that frame (for example, you see spreadsheet commands when you work in a spreadsheet frame).

Use the text tool to draw a text frame



Use the spreadsheet tool to draw a spreadsheet frame



Use the paint tool to draw a paint frame

Working in a ClarisWorks document

This section describes methods you can use to work with most ClarisWorks documents.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Cutting, copying, and pasting

In ClarisWorks you can cut, copy, and paste text, objects, or images within a document or frame, between ClarisWorks documents, and between a ClarisWorks document and another application's document.

To	Do this	For this result
Copy	Select the text, object, or image to copy and choose Copy from the Edit menu.	Duplicates the selected text, object, or image. The original item stays in the document or frame and a copy of it goes in the Clipboard.
Cut	Select the text, object, or image to cut and choose Cut from the Edit menu.	Removes the selected text, object, or image from a document or frame and places it in the Clipboard.
Paste	Position the insertion point where you want to place the cut or copied text, object, or image, and choose Paste from the Edit menu.	Places the cut or copied text, object, or image at a new location in the document or frame.

Note There are some exceptions to the cut and paste rules in ClarisWorks documents. You cannot cut text from a communications document, but you can copy it. If you paste text into a communications document with an open connection, the text is sent to the remote computer to which you are connected. You also cannot paste objects into a spreadsheet cell.

Changing your mind

If you make a mistake or change your mind while you are working in ClarisWorks, you can undo the latest change, or go back to the last saved version of your document.

To	Do this
Undo your most recent action	Choose Undo from the Edit menu.
Remove all the changes you've made since you last saved the document	Choose Revert from the File menu.

Previewing pages for printing

In the Help index,* see:

- Page View command
- Show Margins command

You can preview a document on the screen in page view before actually printing it. In page view, you see the margins, headers, footers, and page numbers, if there are any.

For information on printing a document, see "Printing a document or Help topic" on page 2-14.

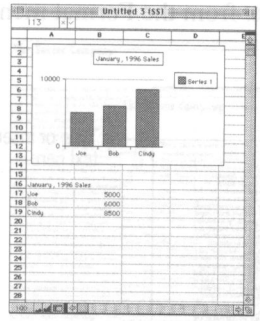
Word processing documents always appear in page view. To preview a word processing document without margins and page guides, choose Document from the Format menu and deselect Show margins and Show page guides.

Normal view showing margins and page guides

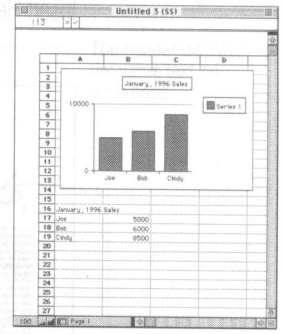
View without margins and page guides

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To preview a draw, paint, database, or spreadsheet document, choose Page View from the View menu.



Normal view



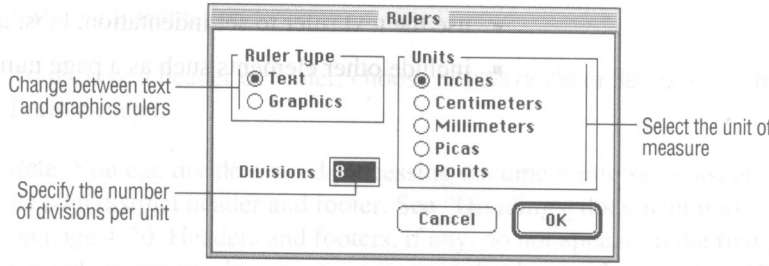
Page view

Using rulers

In the Help index,* see:

- Rulers command

The text ruler and graphics ruler help you measure and align text, objects, and frames. You can show one ruler at a time. To show or hide a ruler, choose Show Rulers or Hide Rulers from the View menu. To change the ruler settings, choose Rulers from the Format menu and select the settings you want in the Rulers dialog box.



For more information about rulers, see "Changing paragraph formats" on page 4-7 and "Using the graphics ruler and grids" on page 5-6.

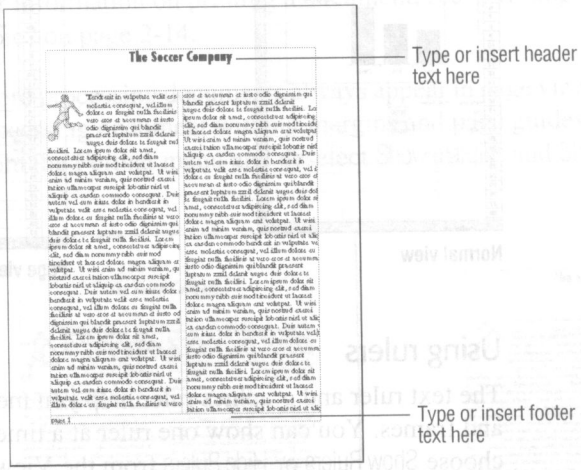
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating headers and footers

In the Help index,* see:

▸ headers

You can have a document display the same information at the top or bottom of every page in a header or footer. To create a header or footer, choose Insert Header or Insert Footer from the Format menu.

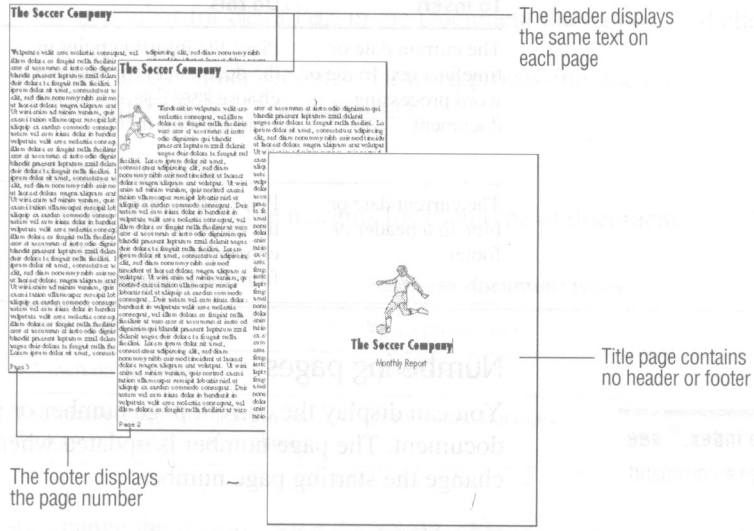


In headers and footers you can:

- type text
- use the text ruler to set indentation, tabs, and line spacing
- include other elements such as a page number, date, or graphics

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

For example, you can create a header to display a chapter title at the top of each page, and create a footer to display the current page number at the bottom of each page.



You see the header and footer on the page when you print and on the screen when you're in page view. See "Previewing pages for printing" on page 3-8 for more information.

To remove a header or footer, choose Remove Header or Remove Footer from the Format menu.

Note You can divide a word processing document into sections, each with its own distinct header and footer. See "Dividing a document into sections" on page 4-20. Headers and footers, if any, do not appear on the first page of a word processing document (or section) that has a title page. See "Creating a title page" on page 4-17.

Adding a date or time

You can display the current date or time on any page of a document. The date and time are updated with the current date and time when the screen is redrawn (for example, when you close and reopen the document).

In the Help index,* see:

- headers
- Insert Date command

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To repeat the date or time on every page of a document, put it inside a header or footer. See "Creating headers and footers" on page 3-10 for more information.

To insert	Do this	Example
The current date or time in a text frame or word processing document	Place the insertion point in the document or frame and choose Insert Date or Insert Time from the Edit menu.	Memo Date: 8/16/96 Time: 6:18 PM **Dates and times are updated whenever the page is refreshed**
The current date or time in a header or footer	Place the insertion point in the header or footer and choose Insert Date or Insert Time from the Edit menu.	Revised 7/15/96 **Date inserted in header**

Numbering pages

In the Help index,* see:

▸ Insert Page # command

You can display the current page number or page count on any page of a document. The page number is updated when you add or remove pages, or change the starting page number.

To repeat the page number on every page of a document, put it inside a header or footer. See "Creating headers and footers" on page 3-10.

To insert	Do this	Example
The current page number or page count in a text frame or word processing document	Place the insertion point in the document or frame and choose Insert Page # from the Edit menu. Then select Page Number to insert the page number, or Document Page Count to insert the total number of pages in the document.	Fax Cover Sheet Page 1 of 5 From: Elfriede Lechner To: Michelle Cannon **Add the page number and document page count to show a range**
The current page number or page count in a header or footer	Place the insertion point in the header or footer and choose Insert Page # from the Edit menu. Then select Page Number to insert the page number, or Document Page Count to insert the total number of pages in the document.	Page 3 **Page number inserted in a footer**

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

ClarisWorks is preset to paginate a document using numbers. To use Roman numerals or letters, choose an option from the Representation pop-up menu in the Insert Page Number dialog box.

To set the starting page number, choose Document from the Format menu, enter a number for Start at Page in the Document dialog box, and click OK.

You can also number sections in a word processing document. See "Numbering sections" on page 4-23.

Setting margins

In the Help index,* see:
▸ Show Margins command

ClarisWorks presets the margins for each type of document:

Margins are set to	For these document types
1 inch on all sides	Word processing
0.5 inch on all sides	Spreadsheet
The smallest possible margin for the type of printer you've chosen	Draw, paint, database

To change the margins for a document, choose Document from the Format menu to show the Document dialog box. Type the margin widths you want in the Top, Bottom, Left, and Right margin boxes and then click OK.

To show or hide the margins and page guides, select or deselect the Show Margins and Show Page Guides checkboxes. These options are dimmed unless page view is on. To turn on page view, choose Page View from the View menu.

Changing the page orientation and size

In the Help index,* see:
▸ paper size

You can change how the page is oriented in the document. You can also change the page size.

To change the page orientation, choose Page Setup from the File menu, select an orientation, and click OK.

Orientation

Choose a vertical or horizontal orientation

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To change the page size, choose Page Setup from the File menu, select a paper option, and then click OK. Your paper size options depend on the type of printer you're using.

For more information about Page Setup options, see the documentation that came with your computer and printer.

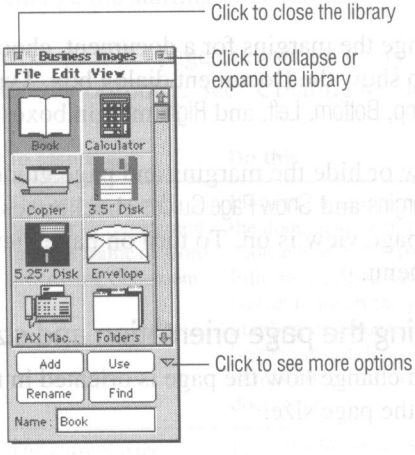
Using libraries

In the Help index,* see:

▸ libraries, overview

A *library* is a palette that stores items you can reuse in a document. Libraries are useful if you want to store copies of items you've created. A library can contain draw objects, spreadsheet cells, text, paint images, and frames. You can add clip art (commercially produced graphics) to a library, or items you create yourself.

Tip ClarisWorks includes several libraries with ready-made objects. If the libraries are installed on your hard disk, you can find them in the ClarisWorks Libraries folder in the ClarisWorks 4.0 Folder.



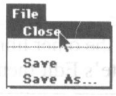
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating, opening, and saving libraries

In the Help index,* see:
- libraries, using

You create and open libraries as you do with other ClarisWorks documents.

To	From the File menu, choose
Create a library	Library, and then choose New. ClarisWorks opens a new library and titles it "Library" followed by a number.
Open a library	Library, and then choose Open. Select the name of a library from the scrolling list and click Open.



To save or close a library, you choose commands from the File menu on the library palette.

To	From the library palette's File menu, choose
Save a library for the first time or rename a library	Save As
Save a library you've previously saved	Save
Close a library	Close

Working with the library palette

In the Help index,* see:
- library items

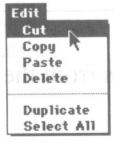
To	Do this
Add an item to a library	Select the item in the document and click Add on the library palette.
Use a library item in a document	Select the item from the library palette and click Use. (You can also use the mouse to drag the item from the library to the document.)
Find a library item	If necessary, click the triangle in the lower-right corner of the library palette to expand the palette, and then type the item's name (or a partial name) in the Name text box, and click Find.
Rename a library item	If necessary, click the triangle in the lower-right corner of the library palette to expand the palette, and then select the item in the library palette, type a new name in the Name text box, and click Rename.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Duplicating, deleting, and moving library items

In the Help index,* see:
- library items

To duplicate or delete library items, or move them between libraries, select a library item, or Shift-click to select more than one item. To deselect a selected item, or to select noncontiguous items, ⌘-click the items. To select every item in a library, choose Select All from the library palette's Edit menu.

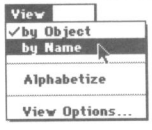


To	Select the object(s) and from the library palette's Edit menu, choose
Duplicate library items	Duplicate
Delete library items	Delete
Move items between libraries	Cut or Copy. Then open the other library and choose Paste from that library palette's Edit menu.

Viewing library items

In the Help index,* see:
- library palette

Choose a command from the library palette's View menu to change the way items are shown on the library palette.



To	From the library palette's View menu, choose
View library items as a list	By Name
View library items by object	By Object. (When you view by object, you see an item's scaled size.)
Alphabetize items in a library	Alphabetize
Set the size (in pixels) of items in a library	View Options. Type numbers for Horizontal and Vertical.
Set the number of rows and columns on a library palette	View Options. Type numbers for Rows and Columns.

Setting preferences

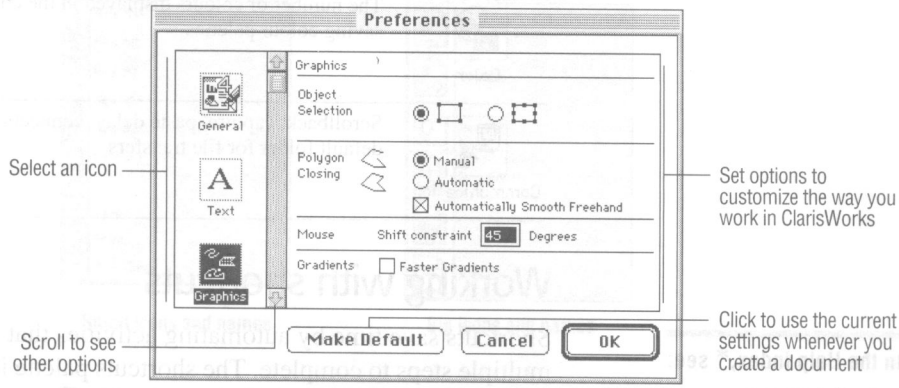
In the Help index,* see:
- Preferences command

You can customize ClarisWorks by setting options in the Preferences dialog box. The options you set apply to the current document only. To make settings take effect whenever you create a new document, click Make Default in the Preferences dialog box.

Tip You can also set specific preferences in a document and save the document as stationery that you can reuse.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Choose Preferences from the Edit menu to open the Preferences dialog box. Then click the icon (General, Text, Graphics, Spreadsheet, Shortcuts, Colour, or Communications) for the category of options you want to set. Finally, set the desired options and click OK.



In the Help index,* see:

- e-mail
- WorldScript

Note If you're using WorldScript or PowerTalk with System 7.1 or later, you see additional options in the Preferences dialog box. For more information, see "Using WorldScript" on page 9-27, "Working with electronic mail" on page 9-23, and onscreen Help.

Use	To affect
General	General display of font menu, alerts, warnings, settings for saved documents, and startup settings
Text	Character display (smart quotes, invisible formatting characters, and character spacing) and date format
Graphics	Object selection, polygon closing, mouse control, and gradients
Spreadsheet	The way the arrow and Enter keys select text and cells in a spreadsheet

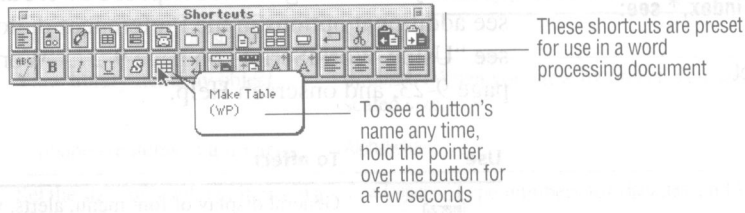
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Use	To affect
Shortcuts	The display of the shortcuts palette
Color	The number of colours displayed in the colour palettes, and opening and saving colour palettes
Communication	Scrollback, capture, paste delay, connection initiation, default tools, and default folder for file transfers

Working with shortcuts

In the Help index,* see:
- shortcut buttons
- shortcuts palette

Shortcuts save time by automating activities that would otherwise take multiple steps to complete. The shortcuts palette is preset to include buttons for some common ClarisWorks actions.



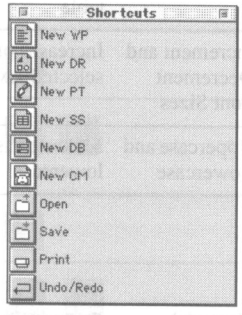
To work with the shortcuts palette, choose Shortcuts from the File menu, and choose an option.

Choose	To
Show Shortcuts	Display the shortcuts palette (ClarisWorks is preset to hide the palette)
Edit Shortcuts	Customise the shortcuts palette by adding or removing shortcut buttons

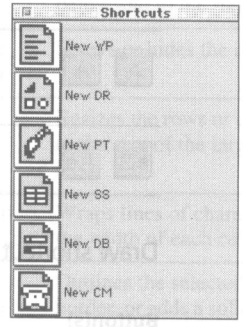
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:
- shortcuts preferences

You can set the shortcuts palette to display icons, names, or both icons and names. You can also display icons for shortcuts in two sizes (big and small). To change the display of the shortcuts palette, choose Preferences from the Edit menu and click the Shortcuts icon.



Small icons and names



Big icons and names

Tip To move an icon to a new location on the shortcuts palette, hold down ⌘ and Option and drag the icon to where you want it.

The shortcut buttons change depending on the current document or frame type. The following tables contain some of the most useful shortcuts in each document type.

Important Many of the shortcut buttons in the following tables don't appear on the default shortcuts palettes. For information on adding buttons to the shortcuts palette (or removing buttons), see "Customising shortcuts" on page 9-25.

In the Help index,* see:
- shortcut buttons

Text shortcut buttons

Button(s)	Name(s)	Description(s)
B	Bold	Makes the selected text bold
T	Plain	Removes formatting from the selected text
	Alignment (Left, Right, Center, and Justify)	Aligns the selected paragraph(s) to the left margin, to the right margin, between the left and right margins, or evenly along both margins

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Button(s)	Name(s)	Description(s)
	Show/Hide Invisibles	Shows or hides formatting characters, such as spaces and tabs
	Make Table	Copies the selected tab-delimited text to a new spreadsheet frame and formats the frame as a table
	Increment and Decrement Font Sizes	Increases or decreases the font size of the selected text by one point size
	Uppercase and Lowercase	Makes the selected text all uppercase or all lowercase

Draw shortcut buttons

Button(s)	Name(s)	Description(s)
	Align Edges (Top, Bottom, Left, and Right)	Aligns the top, bottom, left, and right edges of selected objects
	Align Centers (Horizontal and Vertical)	Centers the selected objects horizontally or vertically
	Horizontally and Vertically Distribute	Evenly spaces the selected objects horizontally or vertically

Paint shortcut buttons

Button(s)	Name(s)	Description(s)
	Paint Mode (Opaque, Transparent, and Tint)	Changes the paint mode (the way colours interact when they overlap) to opaque, transparent, or tint
	Lighter and Darker	Tints the selected image white or black
	Tint	Tints the selected image with the current fill colour
	Fill	Fills the selected image with the current fill colour and pattern or gradient

Spreadsheet shortcut buttons

Button(s)	Name(s)	Description(s)
	AutoSum	Totals values in selected columns, rows, or both, and places the results in the selected empty cells below and to the right of the selected values
	Show/Hide Headers	Shows or hides the column or row headings
	Auto Size Row and Column	Resizes the rows or columns of a selected range to the size of the largest cell in the range
	Align Wrap	Wraps lines of characters in selected cells to fit the width of each cell
	Outline Border and Bottom Border	Outlines the selected range of cells with a solid border, or adds a solid border to the bottom edge of selected cells
	Sort Ascending or Descending	Sorts the selected range of cells in ascending (A to Z) or descending (Z to A) order

Database shortcut buttons

Button(s)	Name(s)	Description(s)
	Sort Ascending or Descending	Sorts the found set in ascending (A to Z) or descending (Z to A) order
	Sort Again	Re-sorts the found set using the current sort criteria
	Match (Equal, Not Equal, Less, Less or Equal, Greater, Greater or Equal)	Selects records with fields containing values equal to, not equal to, less than, less than or equal to, greater than, or greater than or equal to the value in the current field

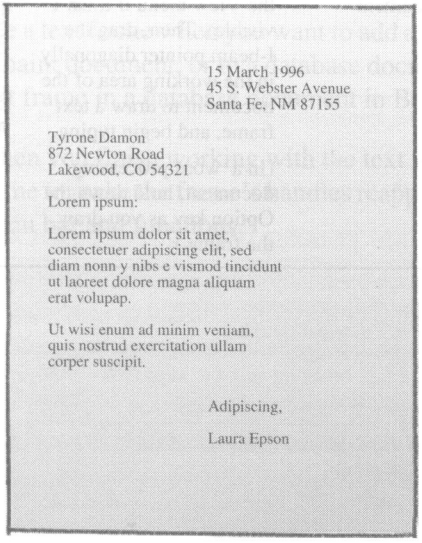
Chapter 4: Text (word processing)

This chapter explains how to work with text to produce attractive, professional word processing documents. All text features, including procedures, shortcuts, and troubleshooting, are described thoroughly in onscreen Help.

When to use a word processing document

Create a word processing document when you want to write and format text. For example, you can use a ClarisWorks word processing document to:

- compose letters and memos
- create lists and outlines
- keep a personal journal
- write research papers, lesson or business plans, reports, contracts, and meeting minutes
- write copy for newsletters, announcements, brochures, and advertisements



15 March 1996
45 S. Webster Avenue
Santa Fe, NM 87155

Tyrone Damon
872 Newton Road
Lakewood, CO 54321

Lorem ipsum:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonn y nibs e vismod tincidunt ut laoreet dolore magna aliquam erat volupap.

Ut wisi enum ad minim veniam, quis nostrud exercitation ullam corper suscipit.

Adipiscing,

Laura Epson

Create a word processing document to contain text

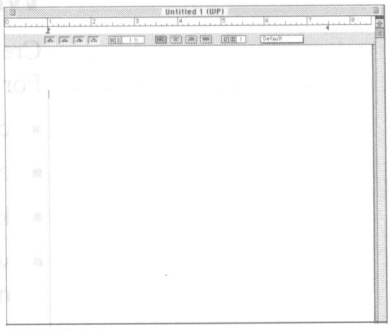
Text basics

You can work with text in a word processing document or in a text frame. In either case, you use the same techniques, tools, and commands to enter and format the text.

Creating a word processing document or frame

In the Help index,* see:

- frames, creating
- Open command

To	Do this	Example
Create a blank word processing document	Choose New from the File menu, click Word Processing, and then click OK.	
Create a text frame within another type of document	Select the text tool A (choose Show Tools from the View menu if it isn't visible). Then, drag the I-beam pointer diagonally in the working area of the document to draw a text frame, and begin typing. (In a word processing document, hold down the Option key as you draw the frame.)	 A text frame in a draw document

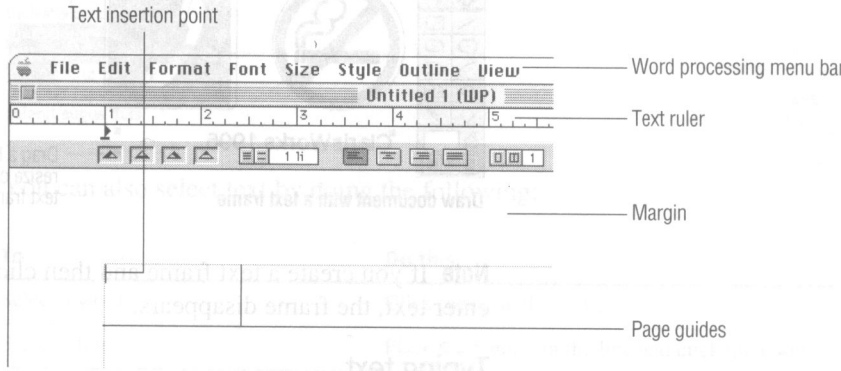
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

About the word processing window

In the Help index,* see:

- drawing tools
- Rulers command
- word processing

When you open a word processing document, you see the word processing menu bar, text ruler, page guides, and the *insertion point.* The insertion point is a short, blinking vertical line that shows where text appears when you type or insert text.



Text in a word processing document looks the same on the screen as it does when it's printed.

Working with text frames

In the Help index,* see:

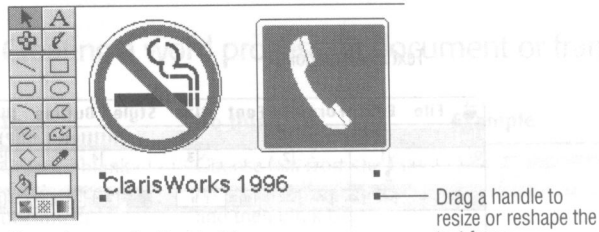
- frames, creating
- frames, working in
- text tool

Use a text frame when you want to add a block of text to a spreadsheet, draw, or paint document, or to a database document in Layout. (You can't create a text frame in a database document in Browse, Find, or List.)

When you finish working with the text inside a text frame, click outside the frame to make the frame's handles reappear and restore the main document's menu bar and functions.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

When you draw a text frame in a word processing, draw, spreadsheet, or database document, you can move, resize, or reshape the text frame. First select the arrow pointer on the tool panel and then select the text frame. To resize or reshape the text frame, click a corner handle and drag it to a new position.



Draw document with a text frame

Note If you create a text frame and then click outside the frame before you enter text, the frame disappears.

Typing text

In the Help index,* see:

- deleting text
- text shortcuts
- Undo command

To type text, place the pointer where you want the text, and click the mouse. Then, do the following:

To	Do this
Type a paragraph	Begin typing the text. Don't press Return when you reach the end of a line—ClarisWorks wraps the words to the next line.
End one paragraph and start another	Press Return once to end the paragraph. Press Return again to insert a blank line.
Move the insertion point	Move the I-beam pointer to where you want to insert text and click. (You can also move the insertion point by pressing an arrow key.)
Use a line break (or soft return) to end one line and start another without creating a new paragraph	Hold down Shift and press Return.
Insert a non-breaking space to keep two words on the same line	Hold down the Option key and press the Space bar.
Delete the character to the left of the insertion point	Press Delete.

* Choose Index from the menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Selecting text

In the Help index,* see:
▸ selecting text

Before you can change text, you must select it. To select text, move the pointer at the beginning of the text you want to select, and drag to the end of the text.

Lorem ipsum dolor
molestie consequat, el
illum dolore eu feugiat
nulla facilisis at ver eros ——— Selected text
et accu. Qui blandit
praesent luptatum sril
delenit augue duis.

You can also select text by doing the following:

To	Do this
Select a word	Click twice on the word.
Select a line	Place the pointer in the line and click three times.
Select a paragraph	Place the pointer in the paragraph and click four times.
Extend a selected range of text	Hold down the Shift key, move the pointer, and click.
Select everything in a document or frame	Choose Select All from the Edit menu.
Select a text frame as an object	Select the arrow pointer and click the text frame. (When you select a text frame as an object, you can still change the appearance of the text inside. Changes you make while a text frame is selected affect all the text in the frame.)

Cutting, copying, and pasting text

In the Help index,* see:
▸ copying text

Once you've selected text, you can cut or copy it to the Clipboard and paste it elsewhere in the document (or in a different document or frame). See "Cutting, copying, and pasting" on page 3-7.

Tip To move text quickly, select the text you want to move, hold down ⌘ and Option, and then click where you want to move the text.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

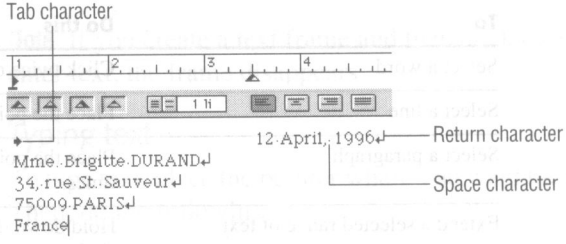
Showing formatting characters

In the Help index,* see:
▸ invisible characters

When you press certain keys, such as the Space bar or the Tab or Return key, you place special characters in your document, called *formatting characters*, that contain instructions for formatting your text.

ClarisWorks is preset to hide formatting characters. However, it may be easier to edit with formatting characters showing. For example, you can find where you typed two spaces in a row, and delete the extra space.

To show formatting characters, choose Preferences from the Edit menu, select the Text icon from the scrolling list, and select Show Invisibles. To hide formatting characters, deselect Show Invisibles. See "Setting preferences" on page 3-16.



Note Formatting characters never appear in the printed document. To see how your printed document will look without these characters, deselect Show Invisibles in the Preferences dialog box.

Changing text appearance

In the Help index,* see:
▸ modifying text

You can change the appearance of text in your document by applying different fonts, type sizes, and colours. To change the appearance of characters, you can apply various text attributes using commands in the word processing menus.

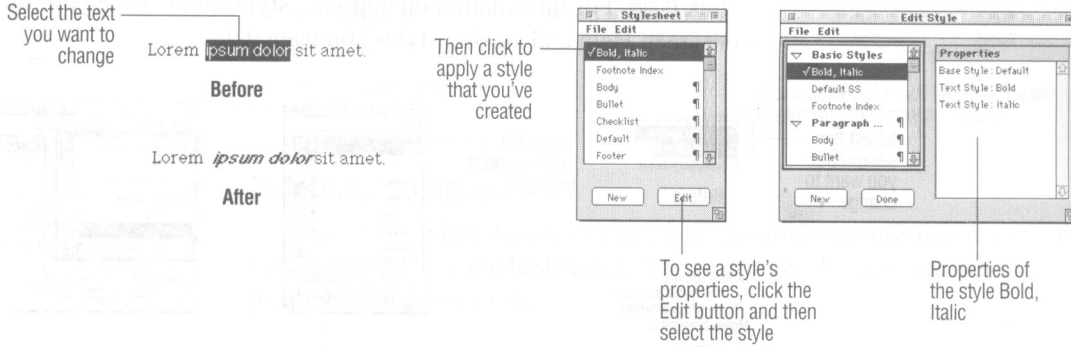
To change	Select the text or frame and choose
The font	A font from the Font menu
The size	A point size from the Size menu
The attribute (such as bold, italic, underline, subscript, superscript, superior, or inferior)	An attribute from the Style menu
The colour	Text Colour from the Style menu, and then choose a colour

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:

▸ styles, described

Tip You can create *styles*—combinations of formatting information—and apply the styles to text with a single click using the stylesheet palette. (To show the stylesheet palette, choose Show Styles from the View menu.) For example, if you create a style called *Bold, Italic*, you can apply it to text any time you want. When you change a style, all the text with the same style also changes. For information on creating and using styles, see onscreen Help and "Using styles" on page 9-1.

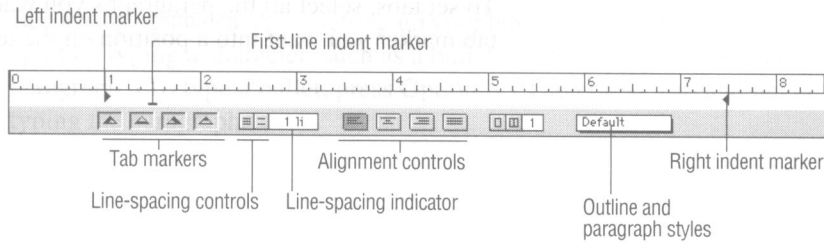


Changing paragraph formats

In the Help index,* see:

▸ Rulers command

Each paragraph has a particular format (indentation, tab settings, and line spacing). The text ruler indicates the format of the current paragraph (the paragraph that contains the insertion point). Using the text ruler or the Paragraph dialog box, you can change the format of paragraphs before or after you type them. ClarisWorks is preset to show the text ruler in a word processing document. If you don't see the ruler, choose Show Rulers from the View menu.

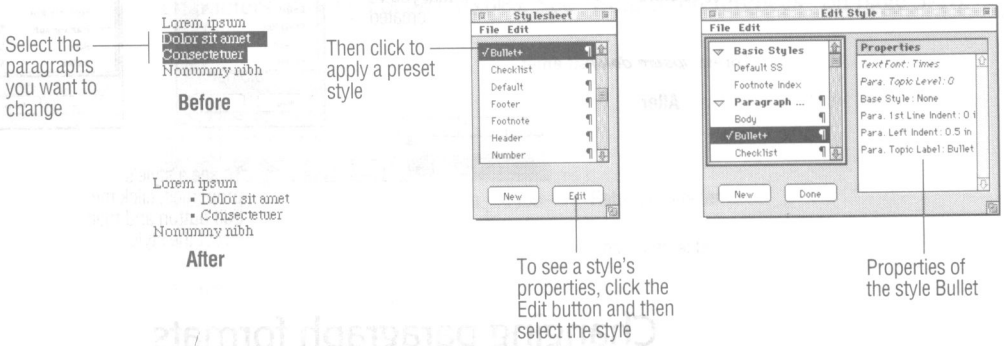


* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To open the Paragraphs dialog box, choose Paragraph from the Format menu.

In the Help index,* see:
▸ styles, described

Tip You can use preset paragraph styles supplied by ClarisWorks (or paragraph styles you create yourself) to change a paragraph's formatting in one step. For example, you can apply a style to format paragraphs with hanging indents and bullets in the margin. To show the stylesheet, choose Show Styles from the View menu. Then select the paragraphs you want to format (to format a single paragraph, click anywhere in that paragraph) and click Bullet. For information on applying styles or creating your own, see onscreen Help and "Using styles" on page 9-1.



Setting and changing tabs

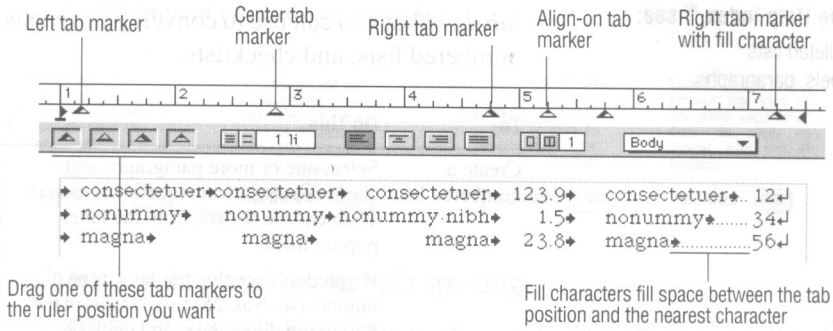
In the Help index,* see:
▸ tabs

Use tabs when you create tables or need to control how text *aligns* (lines up) in a document. The text ruler has preset left tabs every one-half inch. (Preset tabs do not appear on the ruler.) You can move the tabs to different locations, remove tabs, add tabs, and use different tab alignments. When you set tabs, any preset tabs to the right of the tabs you set remain effective.

To set tabs, select all the paragraphs you want to change. Drag the type of tab marker you want into a position on the text ruler.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To remove a tab, drag the tab marker off the ruler.

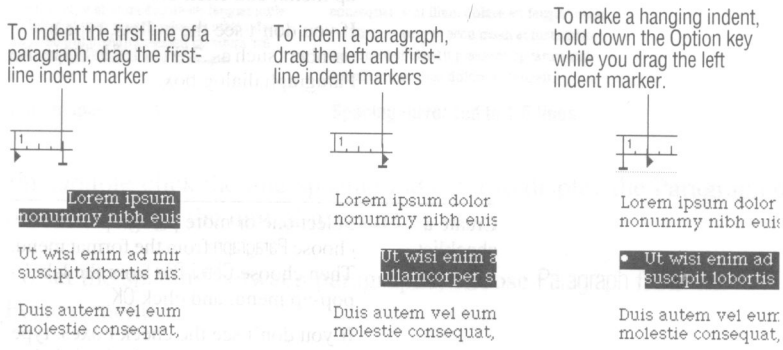


Indenting paragraphs

In the Help index,* see:

- indentation

To change the indentation for a paragraph, position the insertion point in the paragraph and drag the first-line ⊥, left ▸, or right ◂ indent marker to a new position on the text ruler.



Tip for hanging indents After setting up your tabs, you can set hanging indents apart by typing a character, such as a bullet, in the margin to the left of the paragraph. (To type a bullet, press Option-8.) Then press Tab and begin typing the paragraph.

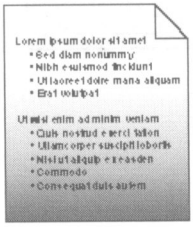
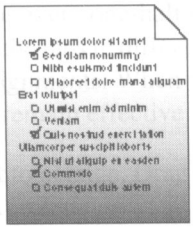
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Adding bullets, numbers, or checkboxes to paragraphs

In the Help index,* see:

- bulleted lists
- labels, paragraphs

ClarisWorks comes with a series of special characters—called *paragraph labels*—that you can use to convert paragraphs to lists, such as bulleted lists, numbered lists, and checklists.

To	Do this	Example
Create a numbered list	Select one or more paragraphs and choose Paragraph from the format menu. Then choose Numeric from the label pop-up menu. If you don't see the numbers, type a number (such as .25) for Left Indent in the Paragraph dialog box, and click OK.	Numbered list
Create a bulleted list	Select one or more paragraphs and choose Paragraph from the format menu. Then choose Bullet from the label pop-up menu, and click OK. If you don't see the bullets, type a number (such as .25) for Left Indent in the Paragraph dialog box.	 Bulleted list
Create a checklist	Select one or more paragraphs and choose Paragraph from the format menu. Then choose Check Box from the label pop-up menu, and click OK. If you don't see the check boxes, type a number (such as .25) for Left Indent in the Paragraph dialog box. When you click an item, you see a checkmark.	 Checklist
Reorder paragraphs in a list	Click a paragraph label and drag the paragraph up or down. In a numbered list, the moved item is renumbered for you.	Before After

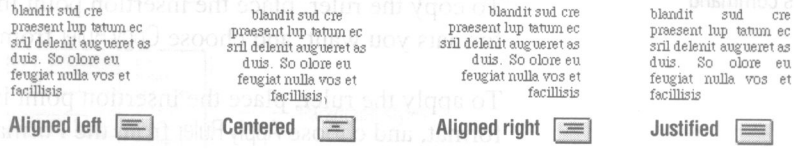
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Aligning paragraph text

In the Help index,* see:

▸ text, alignment

To align a paragraph, place the insertion point in the paragraph and click one of the alignment controls on the ruler.

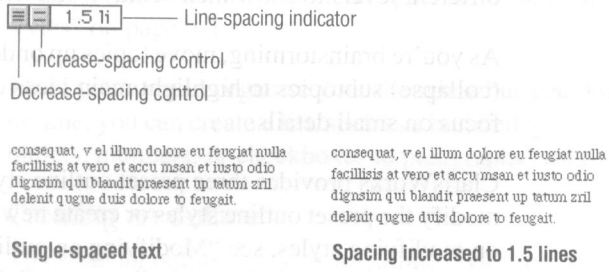


Changing line and paragraph spacing

In the Help index,* see:

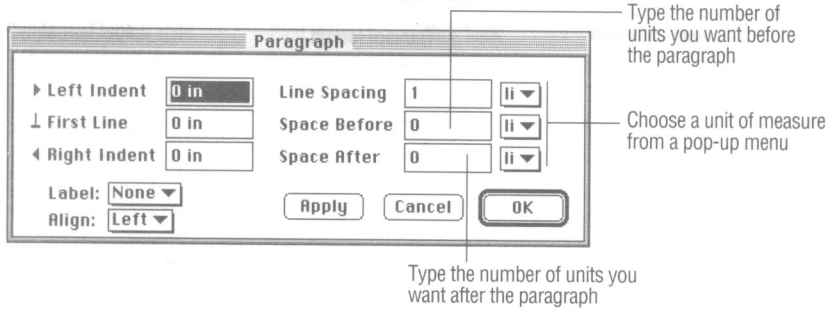
▸ Paragraph command

To set line spacing, click the decrease-spacing or increase-spacing control on the ruler.



Tip Double-click the line-spacing indicator to display the Paragraph dialog box and change the unit of measure.

To set the spacing between paragraphs, choose Paragraph from the Format menu.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Copying text ruler settings

In the Help index,* see:

- Copy Ruler command
- Rulers command

After setting tabs, indents, and line and paragraph spacing, apply these settings to new or existing paragraphs by copying and applying the ruler.

To copy the ruler, place the insertion point in a paragraph that has the formats you want, and choose Copy Ruler from the Format menu.

To apply the ruler, place the insertion point in the paragraph you want to format, and choose Apply Ruler from the Format menu.

Outlining

In the Help index,* see:

- outlines

An outline summarizes the major ideas of a written work in *topics* (major headings) and *subtopics* (subordinate ideas). You can indent the subtopics to different levels to show their relative importance in the outline.

As you're brainstorming, move topics up or down to change their level. Hide (collapse) subtopics to highlight main ideas or show (expand) subtopics to focus on small details.

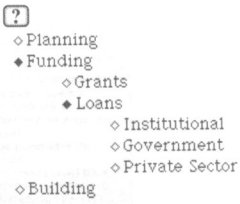
ClarisWorks provides three preset outline styles for you to use. You can modify the preset outline styles or create new outline styles. For information on modifying styles, see "Modifying an outline style" on page 4-15. To create a style, see "Using styles" on page 9-1.

I. Planning
II. Funding
A. Grants
B. Loans
1. Institutional
2. Government
3. Private Sector
III. Building

Harvard format

1. Planning
2. Funding
2.1. Grants
2.2. Loans
2.2.1. Institutional
2.2.2. Government
2.2.3. Private Sector
3. Building

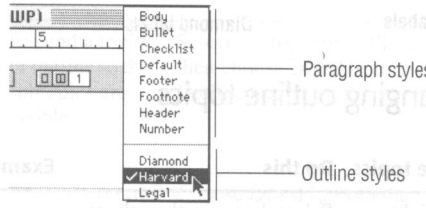
Legal format



Diamond format

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can add an outline at any point in a text document or frame by choosing an outline style from the pop-up menu on the text ruler. To format existing text as an outline, select the text and then choose an outline style. When you're finished typing the outline, you can begin typing paragraphs again by choosing a paragraph style from the pop-up menu.



See the next section for more information about creating and adding topics to an outline. For information on applying a paragraph style, see "Using styles" on page 9-1.

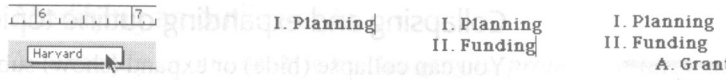
Tip If you want to organise your thoughts, but you don't want to create an outline, you can create a list, such as a bulleted list or checklist. See "Adding bullets, numbers, or checkboxes to paragraphs" on page 4-10.

In the Help index,* see:

▸ topics, outlines

Creating an outline

To create an outline, choose an outline style from the pop-up menu on the text ruler, and then type the first topic. To add another topic at the same level as the current topic, press Return. To add another topic indented to the left or to the right of the current topic, choose New Topic Left or New Topic Right from the Outline menu.



Choose an outline style **First topic** **New topic** **New right topic**

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To change the outline style for specific topics, select the topics, choose Paragraph from the Format menu, and then choose the format you want from the Label pop-up menu.

I. Planning
II. Funding
A. Grants
B. Loans

Harvard labels

I. Planning
II. Funding
◇ Grants
◇ Loans

Diamond labels

Rearranging outline topics

In the Help index,* see:
▸ move topics

To move topics	Do this	Example (before and after)
Left or right between outline levels	Select the topic, then choose Move Left or Move Right from the Outline menu.	A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector **Move Left** A. Grants B. Loans C. Institutional 1. Government 2. Private Sector
And subtopics up or down in the outline	Select the topic, then choose Move Above or Move Below from the Outline menu. You can also drag topic labels up and down to reorder topics.	A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector **Move Above** A. Loans 1. Institutional 2. Government 3. Private Sector B. Grants **Subtopics move with topic**
Up one level	Select the topic, then choose Raise Topic from the Outline menu.	A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector **Raise Topic** A. Grants B. Loans 1. Government 2. Private Sector C. Institutional

Collapsing and expanding outline topics

In the Help index,* see:
▸ Collapse command

You can collapse (hide) or expand (show) subtopics to highlight main ideas or show more details. When the subtopics below a topic are collapsed, the topic's paragraph label changes as follows:

- text labels, such as Roman numerals, numbers, and letters, are underlined (you don't see the underline character when you print)
- diamonds change from black to gray

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this	Example (before and after)
Collapse a topic or outline so that subtopics are hidden	Select the topic or outline, then choose Collapse from the Outline menu.	A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector A. Grants B. Loans
Expand a topic or outline so that subtopics are visible	Select the topic or outline, then choose Expand from the Outline menu.	A. Grants B. Loans A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector
Expand an entire outline to a specific level	Choose Expand To from the Outline menu, and then type a number in the dialog box	I. Planning II. Funding A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector III. Building **Outline fully expanded** I. Planning II. Funding A. Grants B. Loans III. Building **Outline expanded to level 2 subtopics**
To collapse or expand all topics in an outline	Select all the topics in the outline, hold down Option, and choose Collapse All or Expand All from the Outline menu	I. Planning II. Funding III. Building **Collapsed outline** I. Planning II. Funding A. Grants B. Loans 1. Institutional 2. Government 3. Private Sector III. Building **Expanded outline**

Modifying an outline style

You modify an outline style by changing its *properties* (formatting options) in the stylesheet palette. For more information about working with styles and the stylesheet palette, see "About styles" on page 9-2.

In the Help index,* see:

- styles, described
- styles, editing

To modify an outline style, follow these steps:

1. Choose Show Styles from the View menu.
2. Click the Edit button on the stylesheet palette.

   The pointer changes to a pointer for editing styles .

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

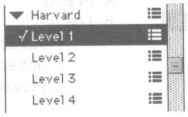
3. From the scrolling list on the left, select the name of the style you want to modify.

   For example, select Harvard or Legal.

4. Click the arrow next to the style's name.

   The arrow points downward after you click it.

5. Select the outline level you want to modify in the scrolling list on the left.



6. Change the properties of the outline level.

   You change a style's properties using the document controls you'd normally use to format text and objects (such as the tools, palettes, ruler controls, and menu commands). For example, you may want to change the indentation, line spacing, and the font size.

7. Repeat steps 5 and 6 for any other levels you want to change.

8. Click the Done button on the stylesheet palette.

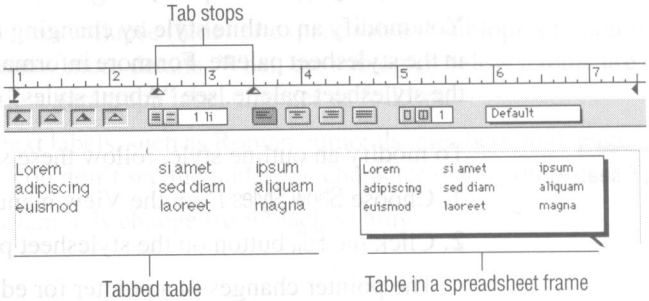
Creating tables

In the Help index,* see:

- Assistants
- spreadsheet tool
- tables

There are several ways to create a table in ClarisWorks word processing documents. You can:

- use the text ruler to set a tab for each column (after you enter the text, you can convert the tabbed table to a spreadsheet frame using a shortcut)
- draw a spreadsheet frame that contains the number of rows and columns you want and then enter the text
- use the ClarisWorks Assistant for making tables, which sets up a spreadsheet frame for you



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can use any of the following methods to make a table:

To make a table	Do this
By setting tabs	Use the pointer to drag tab stops to the text ruler. See "Setting and changing tabs" on page 4-8. To convert the tabbed table to a spreadsheet frame, select the text in the table, and then click the Make Table button on the shortcuts palette. See "Working with shortcuts" on page 3-18.
By creating a spreadsheet frame	Select the spreadsheet tool from the tool panel and drag the spreadsheet pointer diagonally. (If you don't see the tool panel, choose Show Tools from the View menu.) See "Spreadsheet basics" on page 7-2 for information on creating and using a spreadsheet frame. To make the spreadsheet frame move along with the text when you make changes in the document, anchor the spreadsheet frame in a line of text as if it were a character. See "Adding pictures and frames to text" on page 4-30.
Using an Assistant	Choose ClarisWorks Assistants from the ? menu. Then select Make Table and click OK. See "Creating a document" on page 2-2 for more information about Assistants.

Working with pages

You can change the design of all or some of the pages in a document by formatting text in columns, putting text in tables, and adjusting page and column breaks.

You can also add headers and footers to pages and show the current page number, date, and time in the document. See "Creating headers and footers" on page 3-10, "Adding a date or time" on page 3-11, and "Numbering pages" on page 3-12.

Creating a title page

In the Help index,* see:
▸ cover pages

If you've added a header or footer to a word processing document, you can create a title page so that the header or footer doesn't print on the first page.

To create a title page, choose Section from the Format menu. Select Title Page and click OK.

For information on creating more than one title page in a document, see "Dividing a document into sections" on page 4-20.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

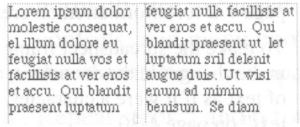
Creating and changing columns

In the Help index,* see:

- columns, text

You can arrange text in multiple columns on every page of a document. As you type, text flows from the end of one column to the beginning of the next. When you make changes to the width or number of columns, the text adjusts accordingly.

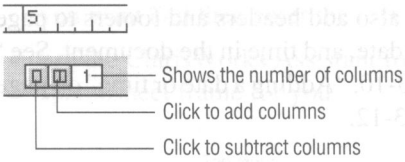
Note You can set up different column formats from page to page, or on the same page, using sections. See "Dividing a document into sections" on page 4-20.



Text formatted in columns

To specify the number of columns in your document or text frame, choose Section from the Format menu, enter the number of columns, and click OK. You can specify up to nine columns, their widths (equal or variable), and the amount of space between each one.

To add or subtract columns of equal width, click the increase-columns or decrease-columns control in the text ruler.



Important If your document already contains columns of variable width, clicking the increase-columns or decrease-columns control changes them to equal width.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can change a column's width and the space between two columns at once by using the mouse to drag the *column guide* (border).

To	Do this	Example
Change a column's width	Press the Option key and move the pointer *precisely over* a column guide until the pointer looks like this: ⇹. Then press the mouse button and drag right or left.	Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos et facillisis at ver eros feugiat nulla facillisis at ver eros et accu. Qui blandit praesent ut let luptatum sril delenit augue duis. Ut wisi **Before** Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos eros et accu. Qui blandit praesent luptatum sril delenit augue duis. Ut wisi enum ad mimin **After column is moved left**
Change the width of two adjacent columns and keep the space between them the same	Press the Option key and move the pointer *between* the column guides until the pointer looks like this: ⇹. Then press the mouse button and drag right or left.	Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos blandit praesent luptatum sril delenit augue duis. Ut wisi enum ad mimin benisum. Se diam **Before** Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat benisum. Se diam nonummy et crud liet parle. Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla facillisis at **After column is moved left**

Use text frames to create columns In complex columnar documents such as newsletters or brochures, try using linked text frames in a draw document instead of columns in a word processing document. You'll have more flexibility to resize text frames and place them where you want.

Breaking a page or column

In the Help index,* see:
- column breaks

Each page is preset to break (end) at the bottom of the page. Text continues at the top of the next page or column. You can end the page or column before it fills up by inserting a break at the insertion point.

To set a page or column break, position the insertion point where you want the break, and choose Insert Column Break or Insert Page Break from the Format menu. If Show Invisibles is selected in the Preferences dialog box, you see a page ⊞ or column ⇥ break character where you inserted the break. See "Setting preferences" on page 3-16.

To remove a break, click at the beginning of the line that follows the break and press Delete.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Scrolling pages

In the Help index,* see:
- page guides

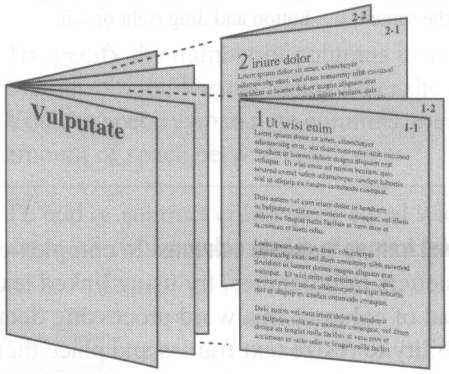
In a multi-page word processing document, you can scroll pages from side to side, or one page on top of the next.

To change how the pages scroll, choose Document from the Format menu. Then, select One Page Above The Next or Facing Pages Side-By-Side, and click OK.

Dividing a document into sections

In the Help index,* see:
- sections

In ClarisWorks, sections in documents act like chapters in books. Each section can have a different format. You can change its header and footer text, page numbering, and number of columns. You can also place a special title page with no header or footer at the start of a section (see "Creating a title page" on page 4-17).



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can also divide a single page into multiple sections, each with different formatting.

You can insert sections into a word processing document only. You cannot insert a section into a header, footer, footnote, or text frame.

Inserting and deleting a section

In the Help index,* see:

- breaks
- deleting text
- sections

To insert or delete a section, do the following:

To	Do this
Insert a section	Choose Insert Section Break from the Format menu. If Show Invisibles is selected in the Preferences dialog box, you see a section break character ⊟ where you inserted the section. See "Showing formatting characters" on page 4-6. When page guides are visible, you see a section break line at the end of each section. See "Previewing pages for printing" on page 3-8.
Delete a section	Select the section break character ⊟ for the section you want to delete, and press Delete. (If you don't see a section break character, select Show Invisibles in the Preferences dialog box. See "Showing formatting characters" on page 4-6.)

Formatting sections

In the Help index,* see:

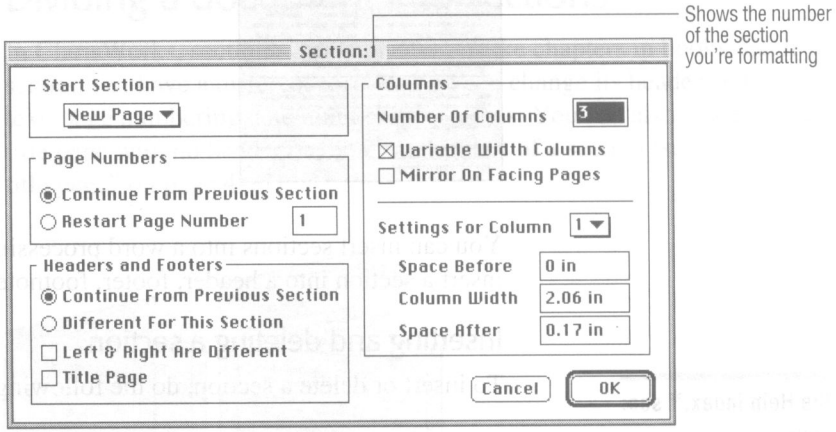
- columns, text
- sections

A new section uses the settings of the section preceding it. To change the format of a section, click anywhere in the section and then choose Section from the Format menu. You see the Section dialog box, which shows the number of the section you're formatting in its title bar.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

If more than one section is selected, you see the number of the first section in the title bar of the Section dialog box. Changes you make in the Section dialog box apply to the first section in the selection only.

Note You cannot insert a section with the Section dialog box. For information on inserting a section, see "Inserting and deleting a section" on page 4-21.



To	Do this
Set where the section begins	Select an option from the Start Section pop-up menu.
Change the starting page number for a section	Select Restart Page Number, and type the starting page number for the current section.
Make the header and footer information different from the previous section	Select Different For This Section.
Use different headers and footers on the left and right pages in a section	Select Left and Right are Different.
Add a title page to the current section	Select Title Page.
Specify the number of columns in a section	Type a number for Number of Columns.
Vary the widths of columns (if you have multiple columns)	Select Variable Width Columns, and then type widths for Space Before, Column Width, and Space After.
Create a mirrored column layout (left-facing pages and right-facing pages have the opposite column layout)	Select Mirror On Facing Pages.
Set the width of equal-width columns	Type widths for Space Between and Column Width.

Varying columns on a page

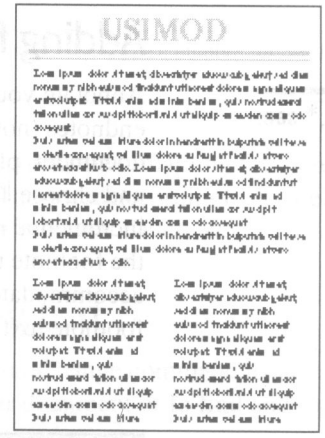
In the Help index,* see:

▸ sections

If you add more than one section to a page, you can vary the number of columns on the page. For example, to create a page with one column on the top half of the page and two columns on the bottom half, add a second section to the page and then add another column to that section.

Place the insertion point where you want to insert a section

Page before section break



Insert a second column in the section

Page after section break

In the Help index,* see:

▸ columns, text

You add columns using the column controls or the Section dialog box. Use the column controls to add or subtract equal-width columns. Use the Section dialog box to create variable width columns or to enter precise column widths. For information on adding columns, see onscreen Help, "Creating and changing columns" on page 4-18, and the previous section.

Numbering sections

In the Help index,* see:

▸ Insert Page # command

You can place the section number in a header or footer, and have it print on every page of the section. This is useful if a section represents a chapter in a book, and you want to show the chapter page number. You can show the section number:

- by itself ("Chapter 3", "Chapter 4")
- in a range ("Chapter 3 of 6", "Chapter 4 of 6")
- with the current page number ("Page 3-11", "Page 3-12")

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

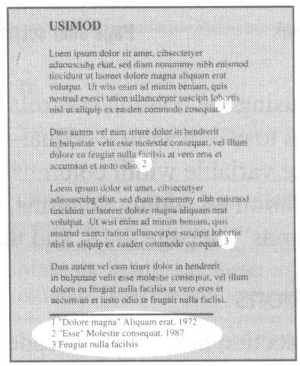
To insert the section number, the total number of sections in the document, or the page number, choose Insert Page # from the Edit menu. Then select an option in the Insert Page Number dialog box.

To number the section with letters or Roman numerals instead of numbers, select an option from the Representation pop-up menu.

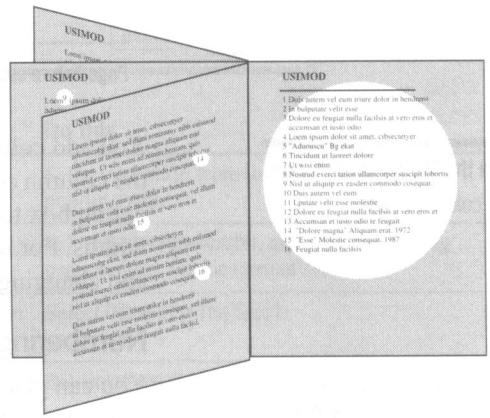
Adding footnotes and endnotes

In the Help index,* see:
▸ footnotes

Annotate your documents with footnotes (notes at the bottom of a page) or endnotes (notes at the end of a document). To add footnotes or endnotes to a document, place the insertion point where you want the footnote reference and choose Insert Footnote from the Format menu. ClarisWorks assigns it an incremental number and creates space at the end of the page or document for the footnote text. As you type the footnote text, the document text adjusts to accommodate the length of the footnote. When you're finished typing the footnote text, click the main text area or press Enter.



Footnotes



Endnotes

In the Help index,* see:
▸ Assistants

If you need help adding footnotes, use the ClarisWorks Assistant for inserting footnotes. Choose ClarisWorks Assistants from the ? menu. Then select Insert Footnote and click OK. See "Creating a document" on page 2-2 for more information about Assistants.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Set options for footnotes in the Document dialog box. To open the Document dialog box, choose Document from the Format menu.

To	Open the Document dialog box and
Change all the footnotes in the document to endnotes or the reverse	Select or deselect At End of Document
Use footnote characters other than numbers (such as † or *)	Deselect Automatic Numbering
Start numbering footnotes at a number other than 1	Type a number for Start At

When you move and delete footnotes, the remaining footnotes are renumbered and the document is adjusted accordingly. To delete a footnote, select the footnote reference and press the Delete key.

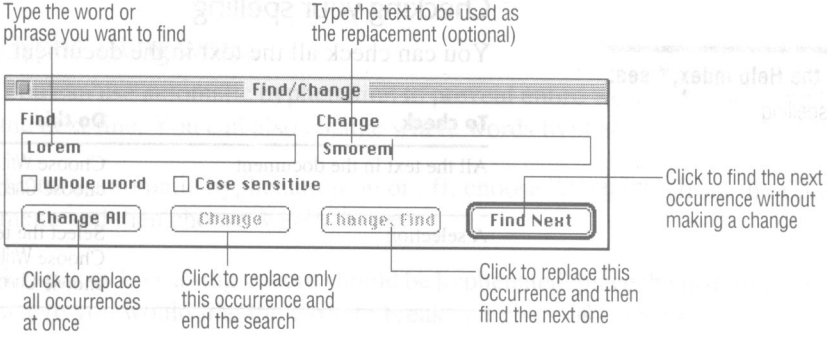
Finding and changing text

In the Help index,* see:

▸ Find Selection command

You can use the ClarisWorks Find/Change command to save time finding a particular word or phrase in your document or to find and replace some or all occurrences of specific text.

To find and replace text, choose Find/Change from the Edit menu and then choose Find/Change.



If you leave the Change box empty, clicking any of the change buttons deletes the text that is found.

Once you close the Find/Change dialog box, you can find the text for which you last searched by choosing Find/Change from the Edit menu and then Find Again.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Finding special characters

In the Help index,* see:
▸ hidden characters

You can search for special formatting characters, such as return characters, tab characters, and symbols for column breaks, the same way you search for regular text. You can also search for special text such as dates, times, and page numbers.

To find these characters, you enter special codes in the Find box in the Find/Change dialog box. All of these codes are listed in onscreen Help and on the outside back cover of this user's guide. You can also copy and then paste special characters from your document into the Find box in the Find/Change dialog box.

Tip To show or hide formatting characters, press ⌘-; (semicolon). See "Showing formatting characters" on page 4-6 for more information.

You can delete a selected formatting character or replace it with another formatting character by using the Find/Change dialog box the same way you do with text.

Using writing tools

ClarisWorks provides spell checking, thesaurus, and hyphenation services to help you polish your writing. These are available in all ClarisWorks documents except communications.

Checking your spelling

In the Help index,* see:
▸ spelling

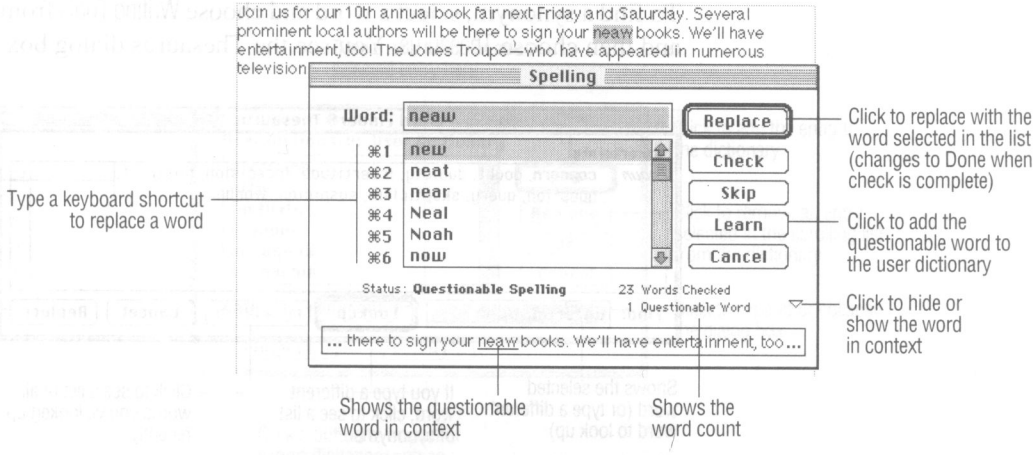
You can check all the text in the document, or text that you select.

To check	Do this
All the text in the document	Choose Writing Tools from the Edit menu and then choose Check Document Spelling.
A selection	Select the text or text frame you want to check. Choose Writing Tools from the Edit menu and then choose Check Selection Spelling.

Once you choose either command, the Spelling dialog box appears and ClarisWorks begins checking for questionable words.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

The spelling checker verifies the words you are checking in the main dictionary, which was installed along with ClarisWorks, and any installed user dictionaries. If it does not find a word, it suggests alternatives. If the spelling of the word in question is correct (such as the spelling of someone's name), you can add the word to a user dictionary by clicking Learn.



Tip If you need to check the spelling in a communications document, you can copy and paste the text into a word processing document and check spelling there. You could also save your communications document as text, then reopen that text file as a word processing document.

Hyphenating words

In the Help index,* see:
- Auto-Hyphenate command

You can use automatic hyphenation to prevent entire words from moving to the next line. You can also change where words hyphenate.

To turn automatic hyphenation on or off, choose Writing Tools from the Edit menu and then choose Auto-Hyphenate.

To specify how a single word should be hyphenated, place the insertion point where you would like the word to break and press ⌘– -(hyphen).

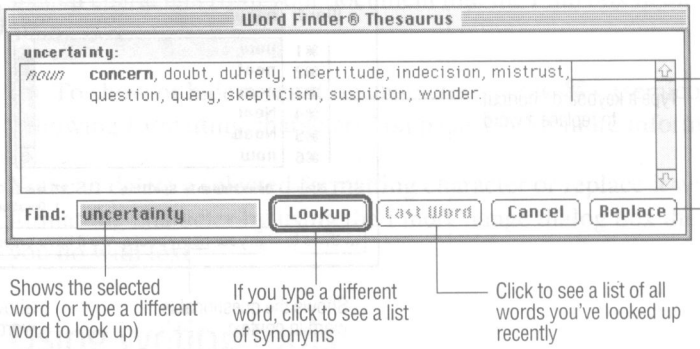
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Finding synonyms

In the Help index,* see:
▸ synonyms

When you're searching for the best word, you can look up synonyms—words of similar meaning—in the onscreen thesaurus that is provided with ClarisWorks. The ClarisWorks thesaurus is a collection of more than 220,000 words organized by synonyms.

To find a synonym, select a word and choose Writing Tools from the Edit menu and then choose Thesaurus. You see the Thesaurus dialog box.



Changing dictionaries

In the Help index,* see:
▸ dictionaries

To install and select additional dictionary, hyphenation, and thesaurus files, choose Writing Tools from the Edit menu, and then choose Select Dictionaries.

You can also create and select different user dictionaries for specialized terms or proper nouns that don't appear in the main dictionary.

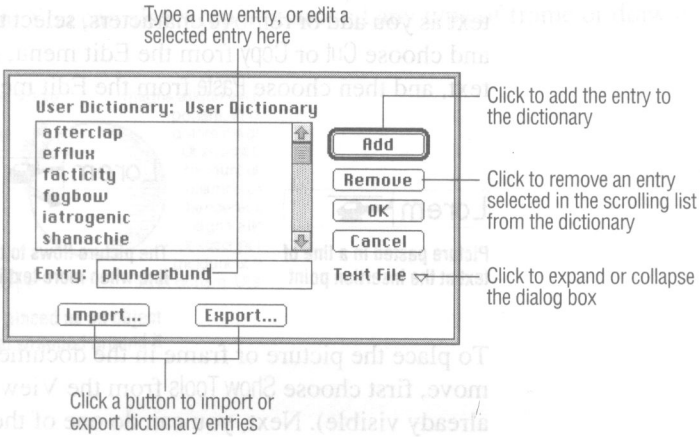
For more instructions on changing dictionaries, refer to onscreen Help.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Editing dictionaries

In the Help index,* see:
- modifying dictionaries
- Select Dictionaries command

To edit words in your user or hyphenation dictionaries, choose Writing Tools from the Edit menu, and then choose Edit User Dictionary or Edit Hyphenation Dictionary. In the dialog box, you can edit dictionary entries, import dictionary entries from a text file, or export the contents of a dictionary to a text file. For more information, see onscreen Help.



Counting words

In the Help index,* see:
- counting words

You can count words, paragraphs, and other text elements in any type of document except communications. To count words, choose Writing Tools from the Edit menu, and then choose Word Count. A dialog box appears that displays the number of characters, words, lines, paragraphs, pages, and sections in the current document.

Note If you select Count Selection in the Word Count dialog box, you get a word count for the current selection only.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Adding pictures and frames to text

In the Help index,* see:

- artwork, text
- drawing tools
- libraries, overview

You can anchor pictures and frames, such as clip art, spreadsheets, drawings, and paintings, in a ClarisWorks word processing document so that they move along, or "flow," with your text. You can also place them as independent objects that are not affected by document text.

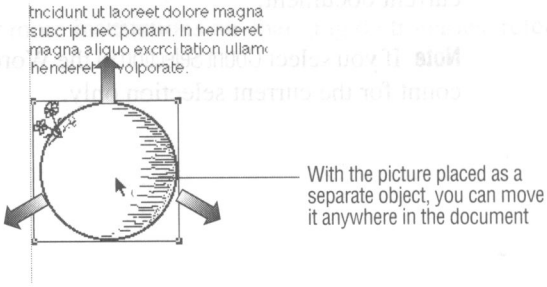
To anchor a picture or frame in a line of text so that it moves along with the text as you add or remove characters, select the object with the arrow pointer and choose Cut or Copy from the Edit menu, place the insertion point in the text, and then choose Paste from the Edit menu.

Picture pasted in a line of text at the insertion point

The picture flows to the next line when more text is added

To place the picture or frame in the document as an object you can freely move, first choose Show Tools from the View menu (if the tool panel isn't already visible). Next, you can do one of the following:

- select and copy the picture or frame, click the arrow pointer in the tool panel, and then choose Paste from the Edit menu
- draw a picture or frame with the drawing or frame tools, or
- insert a library item into the document (see "Using libraries" on page 3-14)



Objects placed in this manner do not move when you change text in the document.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Wrapping text around pictures

In the Help index,* see:

- Text Wrap command

You can wrap text so that it flows around a picture—either in a rectangular shape or around the contours of the object.

To wrap text around a picture, place the picture in your document as an object (see the previous section), position the picture over the text you want to wrap, and then with the picture selected, choose Text Wrap from the Options menu. To wrap text around the contours of the object, choose the Irregular option. You can also wrap text around any type of frame or draw object.

Picture placed as an object with text wrapped around it

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Chapter 5: Drawing

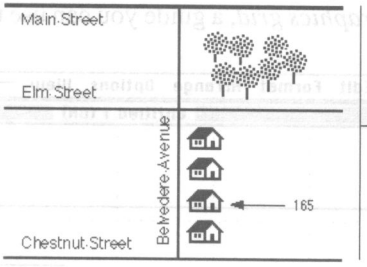
This chapter describes what you can do with the ClarisWorks drawing tools. All draw features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a drawing

Use a drawing whenever you want to draw simple shapes, such as rectangles, circles, lines, and polygons. You can combine these simple shapes to create designs—such as a map or a quick sketch—in any type of document except a communications document. You don't need to create a frame first.

Consider using a draw document for large drawings or for page layout. For example, you can:

- create layouts for newsletters, brochures, and announcements
- design a logo or letterhead
- create professional-looking forms, such as invoices and project planning sheets
- design a border or background and create a master page to place the border or background on every page of a presentation
- make flowcharts, or seating and organisational charts
- illustrate floor plans and furniture arrangements



Combine lines, text frames, and ready-made pictures to create a simple map

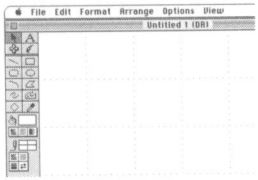
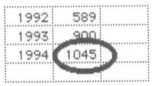
Drawing basics

You use the same tools and commands any time you work with the drawing tools.

Creating a drawing

In the Help index,* see:

- blank documents
- Open command

To	Do this	Example
Create a blank draw document	Choose New from the File menu, select Drawing and click OK.	 A draw document
Draw objects in any type of document (except communications)	Select a drawing tool from the tool panel and drag the pointer in the document. (Choose Show Tools from the View menu if the panel isn't visible.)	 Circle drawn in a spreadsheet document

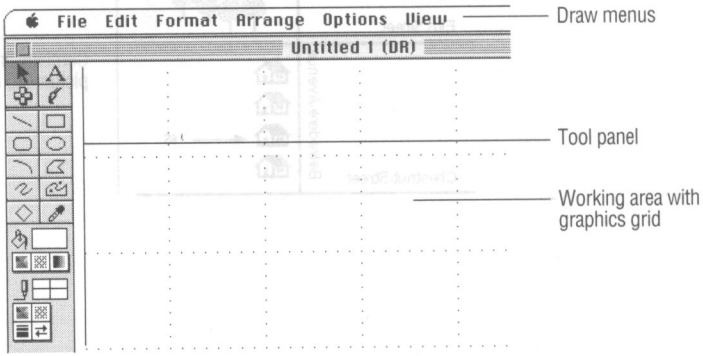
Note You can create pictures either by drawing or by painting. For information about painting, and how it differs from drawing, see chapter 6, "Painting."

About the draw window

In the Help index,* see:

- draw documents
- grids
- rulers
- tool panel

When you open a new draw document, you see the draw menus, tool panel, and the *graphics grid*, a guide you can use to size, position, and align objects.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

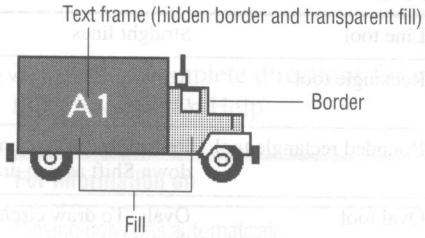
In the Help index,* see:

▸ objects, creating

What are objects?

A drawing is made of *objects*—separate elements such as rectangles, lines, and text, as well as paint and spreadsheet frames. Think of a drawing as a collage in which you create and arrange objects of various shapes, sizes, and colours. When you overlap objects, the hidden parts still exist.

Every object has a border (which you can hide) and a fill (the area within the border). Frames are a special type of object. Most of what you can do with an object, you can do with a frame as well.



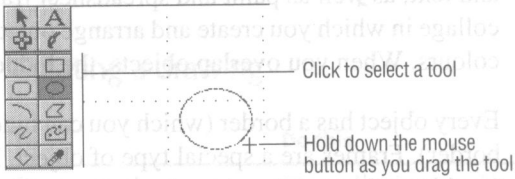
Using the drawing tools

You use the tools in the tool panel to create, select, move, resize, and reshape objects. (If you don't see the tool panel, start by choosing Show Tools from the View menu.)

You use the first four tools in the tool panel to work with frames and objects. For more information, see "Working with frames" on page 3-6.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Use the remaining tools in the tool panel to create and change different types of objects.



In the Help index,* see:

- drawing tools
- selecting objects

Use this tool		To draw
	Line tool	Straight lines
	Rectangle tool	Rectangles. To draw squares, hold down Shift as you drag the tool.
	Rounded rectangle tool	Rectangles with rounded corners. To draw squares, hold down Shift as you drag the tool.
	Oval tool	Ovals. To draw circles, hold down Shift as you drag the tool.
	Arc tool	Arcs
	Polygon tool	Shapes composed of angles and straight lines
	Freehand tool	Curved lines as you would with a pencil or pen
	Bezigon tool	Shapes with Bezier curves and angles. To draw a Bezier curve, click the tool, then release the mouse button and drag the pointer. Click at each place you want to turn the curve. To end the object, click twice.
	Regular polygon tool	Closed polygons with sides of equal length

The eyedropper is a special tool you use to pick up and apply an object's attributes (such as colour and pattern). For more information, see "Copying an object's attributes" on page 5-10.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

As you use the drawing tools, keep the following tips in mind:

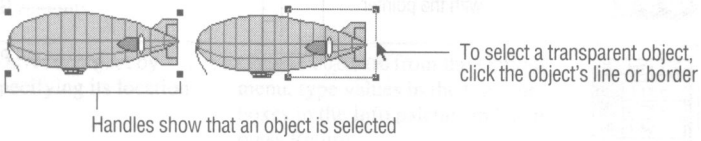
To	Do this
Limit movement of the line, arc, polygon, bezigon, and regular polygon tools to 45°, 90°, and 180°	Hold down Shift as you draw. Holding down Shift also limits the movement of the arrow pointer as you move selected objects.
Set the number of sides on a regular polygon	Select the regular polygon tool, and then choose Polygon Sides from the Options menu. Type the number of sides (from 3 to 40) and click OK.
Use the same tool repeatedly	Double-click the tool. This highlights the tool and locks it. To unlock the tool, select another one.

You'll find complete directions for customising the ClarisWorks drawing tools in onscreen Help.

For information on	In the Help index,* see:
Closing polygons automatically	▸ polygons
Creating a custom line width	▸ pen width palette
Changing the constraint angle for rectangles, rounded rectangles, polygons, and bezigons	▸ graphics preferences
Automatically smoothing curved lines in freehand objects	
Speeding up the gradient display	

Selecting and deselecting objects

An object (or frame) must be selected before you can move or change it. As soon as you release the mouse button after drawing an object, ClarisWorks selects the new object and adds handles.



* Choose Index from the menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

An object remains selected until you deselect it or select another object.

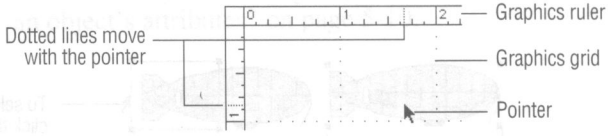
To	Do this
Deselect an object	Click anywhere outside the object. (For information on transparent objects, see "Changing lines, borders, colors, and patterns" on page 5-8.)
Select a deselected object	Click the selection tool and then click anywhere on the object.
Select more than one object at a time	Hold down the Shift key and click each object.

For more information on selecting objects, see onscreen Help.

For information on	In the Help index,* see:
Other ways to select multiple objects	▸ selecting objects
Deselecting one object while several are selected	
Selecting all objects of a certain type	
Selecting objects within a frame	
Changing the number of handles displayed on a selected object	▸ graphics preferences

Using the graphics ruler and grids

The graphics grid, graphics ruler, and autogrid (an invisible guide that pulls objects into place) help you size, position, and align objects in a draw document.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can change the ruler settings, turn the autogrid off, or hide the graphics grid.

In the Help index,* see:
- autogrid
- graphics grid
- rulers

To	Choose
Show or hide the graphics grid	Show Graphics Grid or Hide Graphics Grid from the Options menu
Show or hide the ruler	Show Rulers or Hide Rulers from the View menu
Set ruler type, divisions, and units	Rulers from the Format menu, choose options from the Rulers dialog box, and click OK
Move objects freely, without being constrained to the autogrid	Turn Autogrid Off from the Options menu
Turn on the autogrid so objects "snap" to the grid	Turn Autogrid On from the Options menu

Moving objects

Move selected objects with the pointer, the keyboard, or by using menu commands.

Remember that you can usually reverse your most recent action by choosing Undo from the Edit menu. To revert to the most recently saved version of your document, choose Revert from the File menu.

Note To move objects freely, without being constrained to the autogrid, choose Turn Autogrid Off from the Options menu.

In the Help index,* see:
- Object Info command
- positioning objects

To	Select the object(s) and then	Example
Move any object, including a frame	Hold down the mouse button while dragging the object to the new position. (Don't drag a handle. If you do, you'll resize the object.)	
Move an object in small increments	Press the arrow keys	
Move an object by specifying its location	Choose Object Info from the Options menu, type values in the top four boxes in the Info palette, and then press Return	Info: 0.15 in, 0.75 in, 1.30 in, 2 in; 1.15 in, 1.25 in, 0° — Type here

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

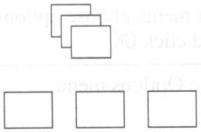
Duplicating, copying, and deleting objects

In the Help index,* see:

- duplicating objects
- removing objects

Once you create objects, you can duplicate, copy, or delete them.

Remember that you can usually reverse your most recent action by choosing Undo from the Edit menu. To revert to the most recently saved version of your document, choose Revert from the File menu.



To	Select the object(s) and then
Duplicate an object	Choose Duplicate from the Edit menu
Space duplicates evenly	Move it immediately to a new position. The next duplicate you create appears at the same distance from the last copy.
Copy an object and paste it elsewhere	Choose Copy from the Edit menu. Click where you want the copy to go and choose Paste from the Edit menu.
Delete an object permanently	Press Delete
Delete an object and store it on the Clipboard	Choose Cut from the Edit menu. Anything you store on the Clipboard stays there until you cut (or copy) something else.

Changing the appearance of objects

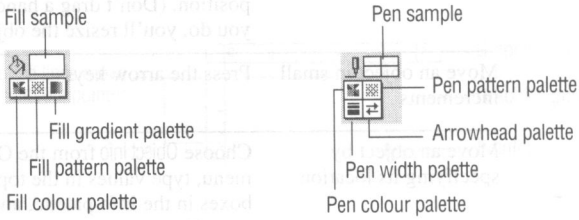
Use ClarisWorks to change or fine-tune the appearance of objects (or frames). Your changes affect all selected objects.

Changing lines, borders, colours, and patterns

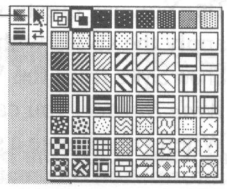
In the Help index,* see:

- objects, modifying

Use the fill palettes to change an object's colour and pattern or gradient. Use the pen palettes to change lines and borders of objects.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.



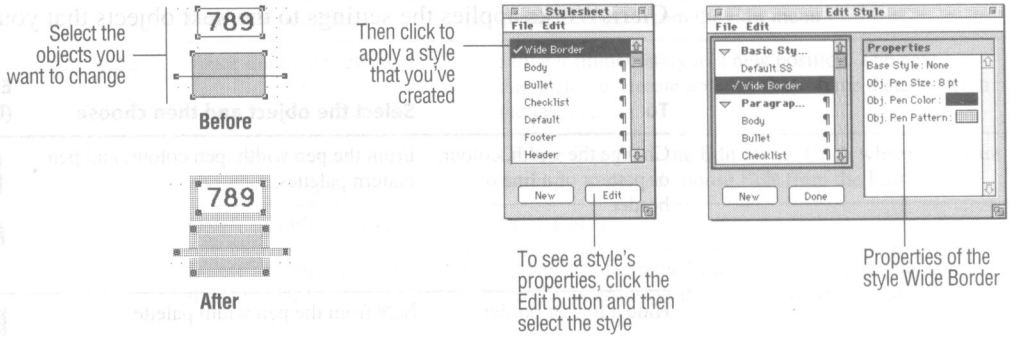
If you choose from the fill and pen palettes when no objects are selected, ClarisWorks applies the settings to the next objects that you create.

To	Select the object and then choose	Example (before and after)
Change the width, colour, or pattern of a line or border	From the pen width, pen colour, and pen pattern palettes	
Hide a line or border	None from the pen width palette	
Show a hidden line or border	A line width from the pen width palette	123 123
Make a line, object, or frame transparent	The transparent icon from the pen pattern palette (for a line) or the fill pattern palette (for an object or frame)	
Add, change, or remove an arrowhead	An arrowhead or Plain Line from the arrowhead palette	
Change the fill colour of an object or frame	A colour from the fill colour palette	B B
Change the fill pattern or gradient of an object	A pattern from the fill pattern palette or a gradient from the fill gradient palette. (You can't add patterns or gradients to spreadsheet or paint frames.)	

For information on customising the palettes, or using custom palettes from other applications, see "Creating custom colours, patterns, and gradients" on page 5-17.

In the Help index,* see:
- styles, described

Tip You can create *styles*—combinations of formatting information—and apply the styles with a single click. (To show the stylesheet, choose Show Styles from the View menu.) For example, if you create a style called *Wide Border*, you can apply it to objects and frames any time you want. When you change a style, all the objects with the same style also change. For information on creating and using styles, see onscreen Help and "Using styles" on page 9-1.



Copying an object's attributes

In the Help index,* see:
- object attributes

Use the eyedropper to pick up (copy) an object's attributes (colour and pattern or gradient, pen width, and arrowhead settings) and make them the current settings, without having to select them from a palette. You can also use the eyedropper to apply the current settings to another object.

To copy an object's attributes, select the eyedropper and then click the object whose attributes you want to copy. The fill and pen samples change to reflect the new settings.

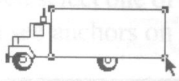
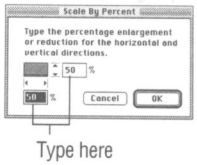
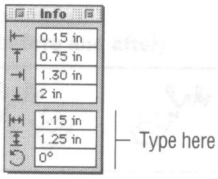
To apply the new settings to another object, select the eyedropper, position it over the object, and hold down ⌘ as you click.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Resizing objects

To resize one or more objects or frames, use the mouse or ClarisWorks commands.

In the Help index,* see:
- resizing objects

To resize objects by	Select the objects and then	Example
Using the mouse	Place the pointer on a handle and hold down the mouse button as you drag a handle. To scale proportionally, hold down Shift as you drag.	
Specifying a percentage (scaling)	Choose Transform and then Scale by Percent from the Arrange menu. Type values in the boxes and click OK.	
Setting new dimensions	Choose Object Info from the Options menu, type values in the bottom three boxes in the Info palette, and then press Return	

See onscreen Help for additional information on resizing objects and frames.

For information on	In the Help index,* see:
Adding extra handles to objects to help you change only the width or the height	▸ graphics preferences
Setting the angle of constraint (limitation) for the pointer's motion	

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Reshaping and smoothing objects

Use ClarisWorks commands and controls to reshape objects and change their curves or angles. See onscreen Help for more ways to reshape objects and curves, as well as how to add and delete control handles and anchor points.

In the Help index,* see:

▸ reshaping objects

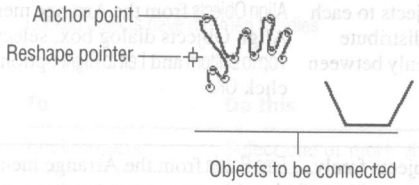
To	Select the object and then choose	Example (before and after)
Modify the corners and ends on rectangles and squares	Round Corners from the Options menu. Select options in the Round Corners dialog box and then click OK.	
Modify an arc	Modify Arc from the Options menu. Select options in the Modify Arc dialog box and then click OK.	
Reshape arcs, polygons, regular polygons, bezigons, and freehand shapes	Reshape from the Arrange menu. Use the reshape pointer to drag the anchor points to new positions. When you're done, choose Reshape again.	
Change the bend of a curve in a bezigon or freehand object	Reshape from the Arrange menu. Click an anchor point on the curve you want to change. Drag either end of the control handle. When you're done, choose Reshape again. Control handle Anchor point	
Smooth out or restore sharp angles of a polygon, bezigon, and freehand shape	Transform from the Arrange menu, and then Smooth or Unsmooth	

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Connecting objects

When you want to make an intricate design with many curves or angles, connect a series of shapes. You can connect any combination of freehand shapes, polygons, regular polygons, and bezigons.

Start by creating the two objects you want to connect. Then select one of the objects and choose Reshape from the Arrange menu. You see anchors on the object and the reshape pointer.



In the Help index,* see:

▸ connecting objects

To	Choose Cut or Copy from the Edit menu and then	Example (before and after)
Connect the end of one object to the start of another	Select the second object and then choose Paste from the Edit menu.	
Connect the starting points of two objects	Select the starting point of the second object and then choose Paste from the Edit menu.	
Create a pattern of duplicate connected shapes	Choose Paste from the Edit menu one or more times.	

When you're finished, choose Reshape again.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Arranging objects

To align, rotate, flip, group the objects you draw, or change how they overlap, use the menu commands. Start by selecting one or more objects.

In the Help index,* see:

▸ objects, arranging

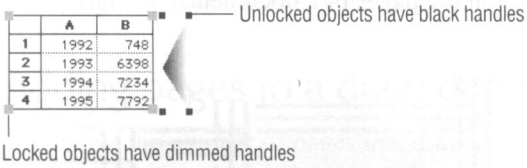
To	Select the object(s) and then choose	Example (before and after)
Align objects to the autogrid	Align to Grid from the Arrange menu	
Align objects to each other or distribute space evenly between objects	Align Objects from the Arrange menu. In the Align Objects dialog box, select a Top to Bottom and Left to Right option and then click OK.	
Rotate objects freely	Free Rotate from the Arrange menu. Select the object you want to rotate, and then drag one of the corner handles. Choose Free Rotate again when you're done.	
Rotate objects by 90°	Transform from the Arrange menu, and then choose Rotate 90°	
Flip objects	Transform from the Arrange menu, and then choose Flip Horizontally or Flip Vertically	
Group objects together into a single object	Group from the Arrange menu	
Separate grouped objects	Ungroup from the Arrange menu. You can ungroup objects more than once if necessary.	
Change how objects overlap	Move Forward, Move To Front, Move Backward, or Move To Back from the Arrange menu	

Important If you see the Ungroup Picture command in the Arrange menu, the selected object is an imported PICT file. If you continue, you may lose some of the picture. To regroup the picture, immediately choose Undo from the Edit menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Locking objects to prevent changes

To protect objects from being changed, or frames from being deleted or moved, lock them.



In the Help index,* see:

▸ locking

To	Do this
Lock objects	Select one or more objects and choose Lock from the Arrange menu.
Lock an entire drawing	Choose Select All from the Edit menu and choose Lock from the Arrange menu.
Unlock locked objects	Select the objects and choose Unlock from the Arrange menu.

As you work with locked objects, keep these points in mind:

- You can change the contents of a locked frame.
- If you group an object with a locked object, ClarisWorks locks the entire group.

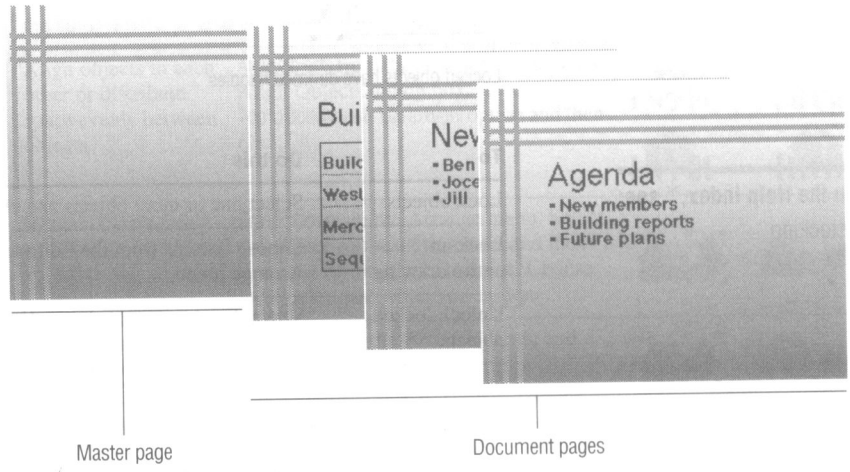
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating a master page

In the Help index,* see:

- master pages
- stationery

A master page is text or graphic information that repeats on every page of a draw document. Unlike a header or footer, information on a master page can occupy the entire working area of the page, and stays behind everything else on the pages of a document.



Consider using a master page to:

- show a company logo, or the word "draft" or "confidential" in text frames behind the main body of text
- create a border around the contents of each page
- add a common background to slides in a presentation

See "Creating a slide presentation" on page 9-12 for more information about slides.

To create a master page, choose Edit Master Page from the Options menu. (You see Master Page in the page indicator at the bottom of the window.) Add the page elements you want to appear on every page of the document. When you're done, choose Edit Master Page again from the Options menu.

To see master page elements as you work on your document, choose Page View from the View menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can save a document with a master page as stationery, a reusable template. See "Saving document formatting (stationery)" on page 2-9.

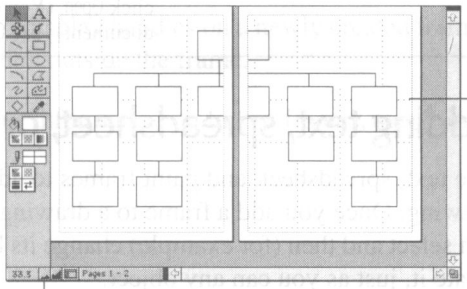
Note For documents with a master page, if you select an object on a normal page and choose Move to Back from the Arrange menu, the object may move out of sight behind a master page object.

Adding pages to a draw document

In the Help index,* see:
- Document command

To change the number of pages in a draw document, choose Document from the Format menu. In the Document dialog box, type numbers in the Pages Down and Pages Across boxes and click OK.

By setting up your draw document to use multiple pages down and across, you can produce a large drawing or newsletter, or draw an object larger than one page. You can drag objects from page to page until you have the arrangement you want.



A two-page spread in page view

Click the zoom-out control to see more pages

Creating custom colours, patterns, and gradients

In the Help index,* see:
- editing colours
- editing gradients
- editing patterns
- palette preferences

You can add new colours, patterns, and gradients to the fill and pen palettes, or use 256-colour palettes from the Claris folder or other applications. Each palette has its own editor that you can open by double-clicking on a colour, pattern, or gradient in a palette. You can find complete directions in onscreen Help.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Adding clip art

You can incorporate ClarisWorks clip art and other types of art in a drawing. Anything that you add to a drawing becomes an object.

In the Help index,* see:

- duplicating objects
- Insert command
- libraries, overview

To	Do this
Add ClarisWorks clip art to a drawing	Choose Library from the File menu, and then choose Open. In the dialog box, select the library you want to open from the scrolling list and then click Open. In the library palette, select an image and click Use. For more information on libraries, see "Using libraries" on page 3-14.
Copy one or more pictures from a ClarisWorks or other document to a draw document	Open the document containing the picture you want, select the picture, and choose Copy from the Edit menu. Open the ClarisWorks document, click where you want the picture to go, and choose Paste from the Edit menu.
Import pictures created in another application	Choose Insert from the File menu. In the Insert dialog box, select the file type you want from the Show pop-up menu, locate the document you want to import, and click Open. (You cannot import a ClarisWorks document—use Copy and Paste instead.)

Adding text, spreadsheet, or paint frames

1994-1995

Use text, spreadsheet, and paint frames to add a professional touch to a drawing. Once you add a frame to a drawing, it becomes an object that you can select and then (for example) change its borders, make it transparent, or rotate it, just as you can any object.

Rotated text frame

If the tool panel is hidden, choose Show Tools from the View menu.

In the Help index,* see:

- frames, creating

To do this in a draw document	Do this	Example
Type text	Select the text tool [A] and click once in the document. Select a font, size, and style, and then type your text.	XYZ
Change the appearance of text in a text frame	Select the frame and choose from the Font, Style, Size, Text Colour, Alignment, and Spacing commands in the Format menu.	XYZ AAAA (Before) → XYZ AAAA (After)

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To do this in a draw document	Do this	Example
Add a spreadsheet frame	Select the spreadsheet tool, move the pointer into the document, and drag to create the frame. You see the spreadsheet pointer and the spreadsheet menus are available.	1992 748 1993 6398 1994 7234 1995 7792 **(Column and row headers hidden)**
Paint	Select the paint tool, and drag in the document to create a paint frame. You see the pencil and the painting tools and menus are available.	

Note You can also place text, spreadsheet, or paint frames in a drawing by choosing them from a library. See "Using libraries" on page 3-14 for more information.

To switch between working in a frame and the rest of the document, click the area in which you want to work.

To display handles on a newly created frame so you can treat it as an object, click outside the frame.

For information on linked frames, see "Linking frames" on page 9-15.

Chapter 6: Painting

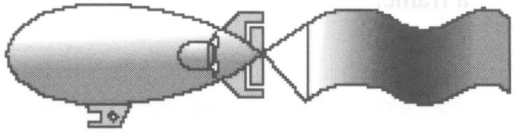
This chapter describes what you can do with a ClarisWorks paint document or paint frame. All paint features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a painting

Use a painting when you want to create airbrush or brushstroke effects, to tint colours, or to transform shapes (for example, to add perspective to an image). Because paintings are made of individual pixels (dots) that you can change, you have very precise control over textures, colours, and shapes.

Use a ClarisWorks paint document or frame to:

- create "hand-painted" artwork for invitations, holiday decorations, posters, and announcements
- illustrate reports
- work with scanned pictures

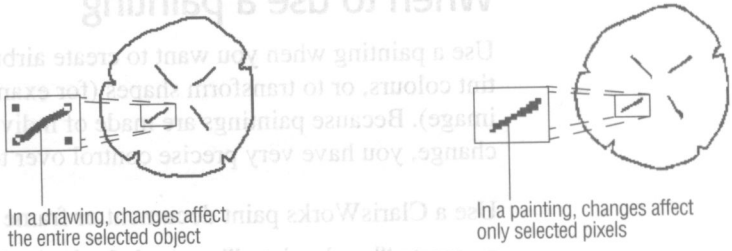


When you are painting, you use the same tools used to make drawings (described in "Using the drawing tools" on page 5-3) plus additional painting tools such as the spray can.

In the Help index,* see:

- pixels

How paintings and drawings differ Drawings are made of objects that can be selected, moved, or changed while retaining their individual identity. For example, when one object overlaps another, the bottom object remains intact. Paintings are made of many separate pixels. Shapes drawn in a painting lose their individual identity and become part of the collection of pixels. For example, when one image in a painting overlaps another, the bottom image is permanently replaced with the top image.



Painting basics

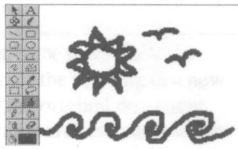
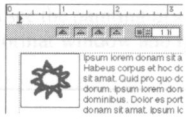
A painting can be a document or a frame. You use the same tools and commands any time you work with a painting, whether it's a document or a frame.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating a painting

In the Help index,* see:

- documents, creating
- paint documents
- paint tool

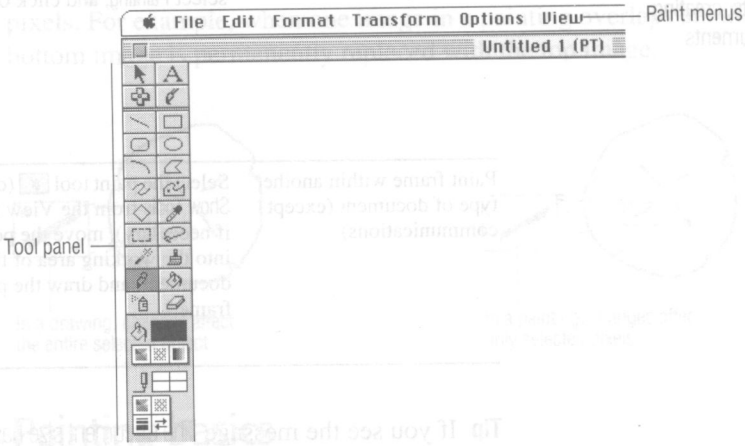
To create a	Do this	Example
Blank paint document	Choose New from the File menu, select Painting, and click OK.	 **A paint document**
Paint frame within another type of document (except communications)	Select the paint tool (choose Show Tools from the View menu if necessary), move the pointer into the working area of the document, and draw the paint frame.	 **A paint frame in a word processing document**

Tip If you see the message The document size has been reduced to fit the available memory, refer to "Working with large files" on page 6-14.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

About the paint window

When you open a paint document or create a paint frame, you see the paint menus and the tool panel.

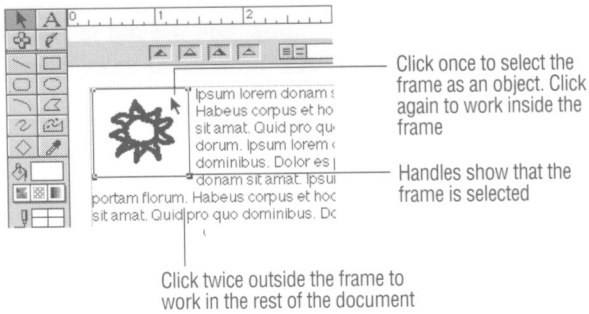


Working with paint frames

In the Help index,* see:

- frames, working in
- paint frames

A paint frame provides a view into a painting. A paint frame is like any other object. You can move it, resize it, change or delete the border, or apply a fill colour. Within a frame, you have full access to the paint tools and commands.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:

- frames, formatting
- frames, working in

Here are some ways to adapt a paint frame to suit your needs:

To	Do this
Resize a paint frame	Select the frame and then drag a handle.
Open the frame to see more of the painting	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the painting in a new window. The open frame is linked to the original document. Any changes you make in the open frame are also made in the document.
Change the width and height of the painting	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the painting in a new window. Choose Document from the Format window and type new size values.
Close an open frame	Choose Close from the File menu.
Display a different part of the painting in the frame	Select the frame and then choose Modify Frame from the Options menu. Type values in the Origin text box and then click OK. The new values become the coordinates of the upper-left corner of the frame.

For information about linking paint frames in a document, see "Linking frames" on page 9-15.

Working with images

In a paint document, you use the painting tools to create *images* (painted shapes and effects).

Using the painting tools

The painting tools include the drawing tools and additional painting tools. For information on the drawing tools, see "Using the drawing tools" on page 5-3. The remaining tools are unique to paintings.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To select a tool on the tool panel, click it. Once you select a tool, it stays selected until you choose another.

In the Help index,* see:

- tools

To use the	Select the tool and then	Example
Brush	Drag the pointer to paint strokes with the current fill colour or pattern	
Pencil	Drag the pencil to paint fine lines in the current fill colour	
Paint bucket	*Click an enclosed area to fill it with the current fill colour and pattern (or gradient)*	Before After
Spray can	Drag the pointer to spray the current fill colour	
Eraser	Drag the eraser to remove part of an image	Before After

As you use the painting tools, keep the following tips in mind:

To	Do this
Change the size, shape, and other settings for the brush and spray can	Choose Brush Shape or Spray Can from the Options menu.
Set the number of sides on a regular polygon	Double-click the regular polygon tool. Type the number of sides (from 3 to 40) and click OK.
Erase the entire painting	Double-click the eraser.
Reverse your most recent change	Choose Undo from the Edit menu.
Use a selected image as a paint brush	Hold down Option-⌘ as you drag the image.

Setting lines, colours, and patterns

Use the fill and pen palettes to set the fill colour and pattern (or gradient) and the line colour, pattern, width, and arrowhead style.

In the Help index,* see:

- fill palettes
- palettes
- pen palettes
- styles, described

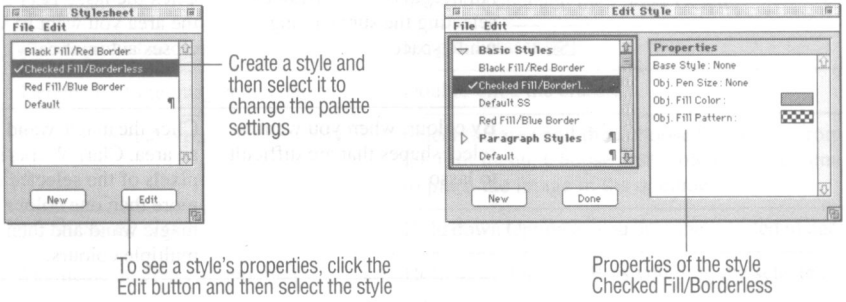
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Select the fill and pen settings before you paint an image. It's easier to set them up ahead of time than it is to change an image once it has been painted.

Use the		To
	Fill palettes	Set the fill colour and pattern or gradient used for closed images (such as the oval), and for the brush and paint bucket tools
	Pen palettes	Change settings for lines and image borders or to add arrowheads

You can use the eyedropper to pick up (copy) a colour from an image to use in the fill or pen palettes, without having to select it from a palette. Click the eyedropper, and then click in the image where the colour you want appears. The colour of the pixel you click appears in the fill sample. To change the pen colour instead of the fill colour, hold down Option as you click.

Tip Save combinations of fill and pen attributes as a *style*, then apply the style to change the palette settings in one step. (To open the stylesheet, choose Show Styles from the View menu.) For more information on styles, see "Using styles" on page 9-1.



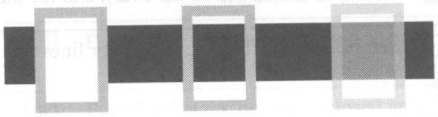
You can also customise palettes by editing the colours, patterns, and gradients, and you can load new colour palettes. See "Creating custom colors, patterns, and gradients" on page 5-17 for more information.

Overlapping colours and patterns

In the Help index,* see:

▸ Paint Mode command

The paint mode determines how patterns and colours interact when they overlap. To set the paint mode to opaque, transparent pattern, or tint, choose Paint Mode from the Options menu.



Opaque Transparent pattern Tint

Selecting and moving images

In the Help index,* see:

▸ images, arranging

Before you can change an image, you must first select it.

To select	Do this	Example
A rectangular area	Click the selection rectangle and drag it over the area you want to select. You can select all or part of an image.	
The outline of an image	Hold down ⌘ as you drag the selection rectangle around the image you want to select.	
An irregular shape without selecting the surrounding white space	Click the lasso and drag it around the area you want to select. The loop closes automatically.	
By colour, when you want to select shapes that are difficult to lasso	Click the magic wand and then click an area. ClarisWorks selects all adjacent pixels of the selected colour. To select more than one colour area, click the magic wand and then drag it across multiple colours.	

* Choose Index from the menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can move a selected image with the pointer or the arrow keys on the keyboard.

To	Do this
Move a selected image with the pointer	Move the pointer over the image until it becomes an arrow, then drag the image to a new location. The image stays selected until you click elsewhere in the document.
Move a selected image vertically or horizontally one pixel at a time	With the autogrid off (choose Turn Autogrid Off from the Options menu), press the arrow keys.
Move a selected image eight pixels at a time	With the autogrid on (choose Turn Autogrid On from the Options menu), press the arrow keys.
Change the distance that the image moves each time you press an arrow key	Choose Turn Autogrid On from the Options menu. Choose Grid Size from the Options menu and select a size.

Deleting, copying, and duplicating images

You can delete, copy, or duplicate an entire image, part of an image, or several images at once. Remember that you can usually reverse your most recent action by choosing Undo from the Edit menu.

In the Help index,* see:

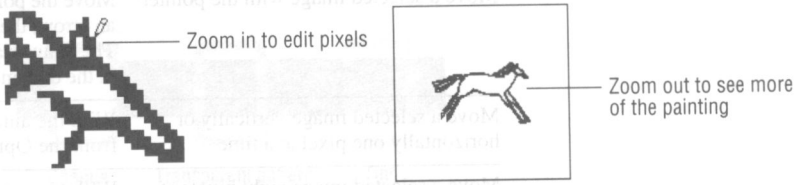
▸ editing images

To	Do this
Delete an area	Select the area and then press Delete.
Delete part of an image	Drag the eraser ⌫.
Delete all of the images in a painting	Double-click the eraser.
Copy an area and paste it elsewhere	Select the area and then choose Copy or Cut from the Edit menu. Choose Paste from the Edit menu to place the image in the document.
Duplicate an area	Hold down Option as you drag the selected image.
Duplicate an area continuously	Hold down Option-⌘ as you drag the selected image.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Magnifying an image

You can change the zoom level (magnification or reduction) of a paint document as it's displayed in the window.



In the Help index,* see:
- zooming in and out

To	Do this
Zoom out or in	Click the zoom-out or zoom-in control (at the bottom of the window).
Zoom out quickly to 800%	Double-click the pencil.
Return to 100% view (actual size)	Choose 100% from the zoom percentage pop-up menu 100 or double-click the pencil.

Transforming a selection

You can change an image by transforming its shape, changing its orientation, or refining its colour.

Reshaping a selection

To reshape a selection, select the area you want to change, choose a command from the Transform menu, and then drag the handles that appear.

In the Help index,* see:
- transforming images

To	Choose this command	Example
Slant an image vertically or horizontally	Shear	
Stretch an image in any direction	Distort	
Add the appearance of depth or distance	Perspective	

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Resizing or turning a selection

To resize or turn a selection, select the area you want to change, and then choose a command from the Transform menu.

In the Help index,* see:
- transforming images

To	Choose this command	Example
Rotate an image freely	Free Rotate	
Rotate an image by a set amount	Rotate	
Flip an image horizontally or vertically	Flip Horizontally or Flip Vertically	
Resize an image by dragging a handle	Resize	
Resize an image by specifying a set percentage	Scale by Percent	

Colouring and tinting images

To refine an image's colour, select the area you want to change, and then choose a command from the Transform menu.

In the Help index,* see:
- transforming images

To	Choose	Example (before and after)
Fill the selected part of an image or fill an image that is already partly filled (as with a gradient)	Fill	
Reverse the colours in a selection to make a "negative" image	Invert	

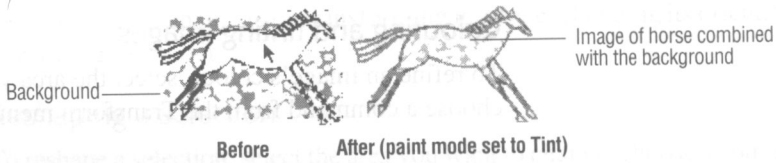
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Choose	Example (before and after)
Blend the edges of an image with the background colour	Blend	
Tint the colour in a selection with the current fill colour	Tint	
Lighten or darken each pixel in a selection	Lighter or Darker	

Combining images

In the Help index,* see:
- Pick Up command

To combine the colours and patterns of two images, select an image or area and move it over the image whose colour and pattern you want to pick up. Then choose Pick Up from the Transform menu.



Note How ClarisWorks combines the images depends on the paint mode. In opaque mode, the colours from underneath replace the colours in the selected image. In transparent mode, the colours underneath are added. In tint mode, the colours blend.

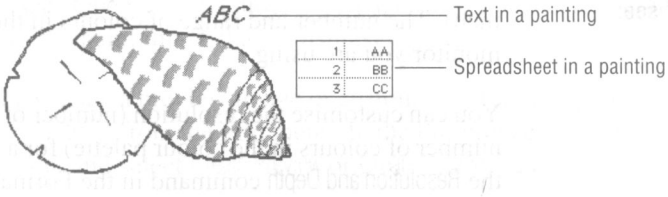
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Adding text and spreadsheets

In the Help index,* see:
- frames, creating
- text frames

To add text or a spreadsheet to a paint document, click the text [A] or spreadsheet [⊞] tool, move the pointer into the document, and then drag to draw the frame. Choose options from the Font, Size, and Style menus and then type the text or numbers. Click outside the frame when you're done. Once you click outside a frame, the frame contents become part of the painting. You can change the pixels that make up the image, but you can't edit the contents by using text or spreadsheet commands.

Tip If you want to include a spreadsheet frame in a painting, create and add data to the spreadsheet frame in a draw or text document, and then copy the frame and paste it in the paint document.



Creating text effects Add interesting visual effects to text by creating a text frame in a paint document. Try typing a newsletter title in an outline font style. Zoom in to enlarge your view of the title, and then use the paint bucket to add a gradient to each letter. Finish by selecting the title and changing its perspective (choose Perspective from the Transform menu).

Adding clip art

You can incorporate ClarisWorks clip art and other types of art in a painting. Anything that you add to a painting becomes an image made of pixels.

In the Help index,* see:
- artwork, inserting
- Copy command
- libraries, overview

To	Do this
Add ClarisWorks clip art to a painting	Choose Library from the File menu, and then choose Open. Locate the ClarisWorks Libraries folder (in the ClarisWorks 4.0 Folder). Select a library and then click Open. In the library palette, select the item you want and click Use. For more information on libraries, see "Using libraries" on page 3-14.

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this
Copy one or more items from a ClarisWorks or clip art document to a paint document	Open the document containing the picture you want, select the picture, and choose Copy from the Edit menu. Open the ClarisWorks document in which you want to paste the art, click where you want the picture to go, and choose Paste from the Edit menu.
Import scanned pictures or the entire contents of a document created in another application	Choose Insert from the File menu. In the Insert dialog box, select the file type you want from the Show pop-up menu, locate the document you want to import, and click Open. (You cannot import a ClarisWorks document—use Copy and Paste instead.)

Customising resolution and depth

In the Help index,* see:

- depth
- resolution

A new paint document or frame is preset for a resolution of 72 dpi (dots per inch). The number and range of colours in the preset palette depends on the monitor you are using.

You can customise the resolution (number of pixels per inch) and depth (the number of colours in the colour palette) for a paint document or frame using the Resolution and Depth command in the Format menu. For a complete description on how to do this, see onscreen Help.

Working with large files

In the Help index,* see:

- increasing memory

Your computer sets aside a certain amount of memory for ClarisWorks. If you are working on a paint document or other large document, using many graphics, or working on multiple documents, ClarisWorks may require more memory than is available. If you need to provide more memory for ClarisWorks, you may see one of these messages on the screen:

- Not enough memory to complete this operation.
- The document size has been reduced to fit the available memory.

For complete information on providing more memory, see onscreen Help and the documentation that came with your computer.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Changing the size of a painting

In the Help index,* see:
▸ size, documents

To change the size of a painting, choose Document from the Format menu to show the Document dialog box. Type numbers for Pixels across and Pixels down and click OK.

Tip In a new paint document, 72 pixels equals 1 inch. (To change the number of pixels per inch, see "Customising resolution and depth" on page 6-14.)

Creating a preview of a paint document

In the Help index,* see:
▸ general preferences

You can create a preview image of a paint document that is saved with the document. The preview image is displayed when you choose Open from the File menu and select the paint document in the list with Show Preview selected (see "Opening a document" on page 2-8). You can also create a custom icon of the paint image that is displayed as the document icon on your desktop.

To create a preview image or custom icon for your paint documents, choose Preferences from the Edit menu. In the Preferences dialog box, click the General icon, and select Create Preview or Create Custom Icon.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

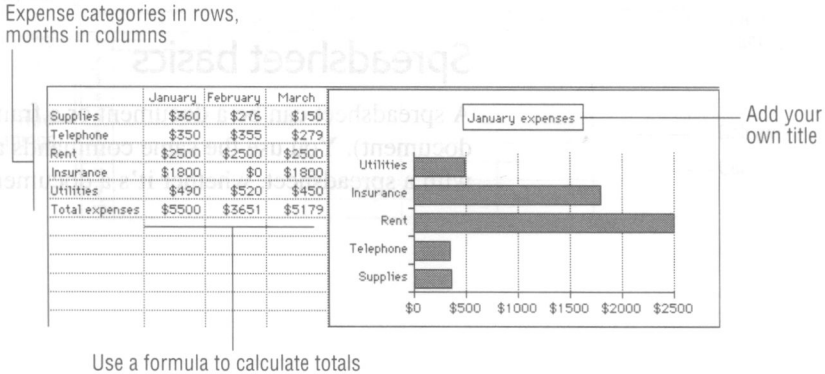
Chapter 7: Spreadsheet

This chapter describes what you can do with a ClarisWorks spreadsheet document or spreadsheet frame. All spreadsheet features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a spreadsheet

Use a spreadsheet when you want to organise text and numbers in rows and columns. For example, you can:

- develop a budget
- analyze financial performance
- track loans, mortgages, and stock and bond performance
- maintain a checkbook
- schedule projects
- manage business and personal assets
- chart your children's growth and medical information
- produce profit-and-loss statements



	January	February	March
Supplies	$360	$276	$150
Telephone	$350	$355	$279
Rent	$2500	$2500	$2500
Insurance	$1800	$0	$1800
Utilities	$490	$520	$450
Total expenses	$5500	$3651	$5179

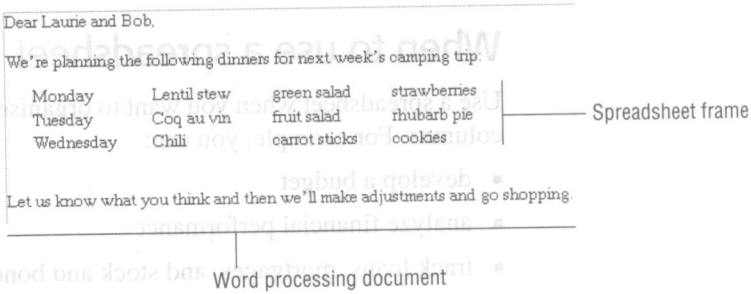
Spreadsheet

Chart based on first two columns of the spreadsheet

In the Help index,* see:

- spreadsheet documents
- tables

You can also use a spreadsheet to present text in a table. For example, use a spreadsheet document to type a schedule or list, or use a spreadsheet frame to format a table in a word processing document. For more information about using a spreadsheet frame as a text table, see "Creating tables" on page 4-16.



Spreadsheet or database? You can use either a spreadsheet or a database document to store and organise information. Use a spreadsheet when you primarily want to do computations or when you want to do simple (numeric or alphabetic) sorts. Use a database document when you want to print labels, present the information in varied layouts, or do complex sorting. For more information on databases, see chapter 8, "Database."

Spreadsheet basics

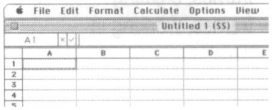
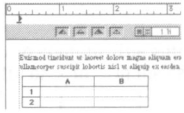
A spreadsheet can be a document or a frame (a spreadsheet within another document). You use the same commands and controls any time you work with a spreadsheet, whether it's a document or a frame.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating a spreadsheet

In the Help index,* see:

- New command
- spreadsheet frames

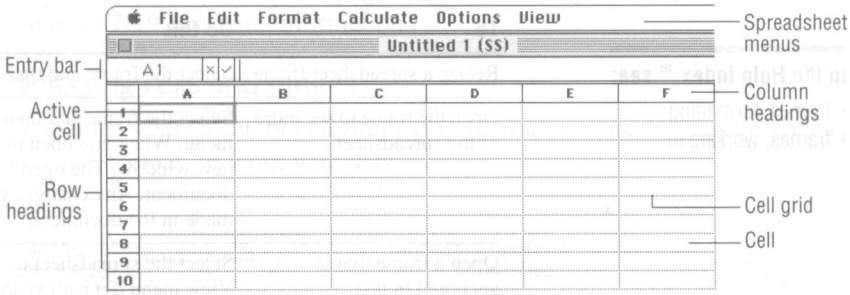
To create a	Do this	Example
Blank spreadsheet document	Choose New from the File menu, select Spreadsheet and click OK.	 A spreadsheet document
Spreadsheet frame within a document (except communications)	Select the spreadsheet tool (choose Show Tools from the View menu if it isn't visible), and drag the pointer in the document. (In a spreadsheet document, hold down the Option key as you draw the frame.)	 A spreadsheet frame in a word processing document

About the spreadsheet window

In the Help index,* see:

- spreadsheet documents

When you create a spreadsheet document or frame, you see the spreadsheet menus and the entry bar in the spreadsheet.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

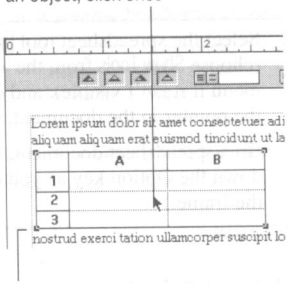
Working with spreadsheet frames

In the Help index,* see:

- frames, creating
- frames, working in

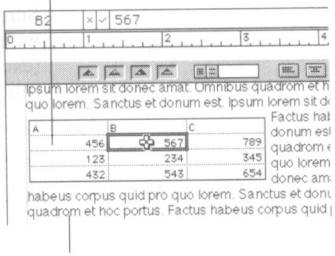
A spreadsheet frame provides a view into a spreadsheet. A spreadsheet frame is like any other object. You can move it, resize it, change or delete the border, or apply a fill colour. Within a frame, you have full access to the spreadsheet tools and commands.

To select the frame as an object, click once



Handles show that the frame is selected

To work inside the spreadsheet frame, select the frame and then click to select the cell



To work in the rest of the document, click twice outside the frame

Here are some ways to adapt a spreadsheet frame to suit your needs:

In the Help index,* see:

- frames, formatting
- frames, working in

To	Do this
Resize a spreadsheet frame	Select the frame and then drag a handle.
Open the frame to see more of the spreadsheet	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the spreadsheet in a new window. The open frame is linked to the original document. Any changes you make in the open frame are also made in the document.
Open a frame that is anchored in text	Select the spreadsheet tool (choose Show Tools from the View menu if it isn't visible), click in the frame to select a cell, and then choose Open Frame from the View menu.
Change the number of rows and columns in the spreadsheet	Select the frame and then choose Open Frame from the View menu. Choose Document from the Format menu and type new size values.
Close an open frame	Choose Close from the File menu.
Change which part of the spreadsheet shows in the frame	Select any cell in the frame and then choose Display from the Options menu. Type a cell address in the Origin box and then click OK.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

As you work with spreadsheet frames, keep the following points in mind:

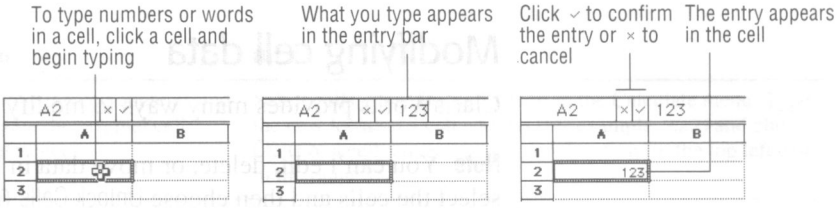
- You can't change or open any type of frame in a paint document. See "Adding text and spreadsheets" on page 6-13 for more information.
- You can link two or more spreadsheet frames in a document. See "Linking frames" on page 9-15.

Typing in a spreadsheet

In the Help index,* see:

- entering spreadsheet data
- spreadsheet documents

Each cell in a spreadsheet can contain numbers, words, or formulas.

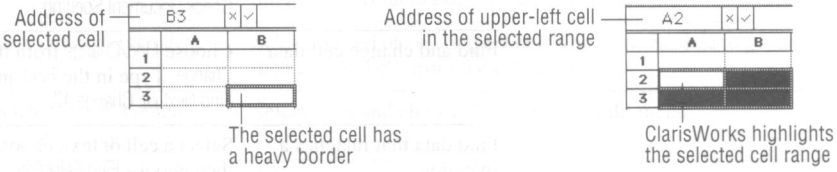


To enter a negative number, begin the number with a minus sign (–).

To enter a formula or function, begin the entry with an equal sign (=). See "Working with formulas" on page 7-15 and "Examples—entering formulas" on page 7-19 for more information.

Selecting cells and ranges

You must select a cell or *cell range* (group of adjacent cells) before you can change, format, or work with data.



In the Help index,* see:

- Go To Cell command
- selecting cells

To	Do this
Select a cell	Place the pointer in the cell and click the mouse button.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this
Select a cell range	Hold down the mouse button and drag the pointer over the cells you want to select.
Select an entire row or column	Click the row or column heading.
Select the entire spreadsheet	Choose Select All from the Edit menu.
Go to a cell	Choose Go To Cell from the Options menu. Then type the cell address (for example, A42 or R7) and click OK.

Modifying cell data

ClarisWorks provides many ways to modify and correct your data.

Note You can't edit, delete, or move data in locked cells. To unlock cells, select the cells and then choose Unlock Cells from the Options menu.

Editing data

Edit data in the entry bar, or use ClarisWorks commands to check spelling or find and change cell data.

To	Do this
Edit the data in a cell	Select the cell. In the entry bar, make your changes, and then click ✓ to confirm the entry.
Move the insertion point right or left in the entry bar	Click the place where you want the insertion point to go.
Check spelling	Choose Writing Tools from the Edit menu and then choose Check Document Spelling.
Find and change cell data	Choose Find/Change from the Edit menu and then choose Find/Change. Type in the Find and Change boxes, and then click Find Next or Change All.
Find data that matches a selection	Select a cell or text, choose Find/Change from the Edit menu and then choose Find Selection.

In the Help index,* see:

- entering spreadsheet data
- Find/Change command
- spelling
- spreadsheet preferences

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Note When the insertion point is active in the entry bar, the arrow keys move the insertion point. Otherwise, the arrow keys select an adjacent cell. To use the arrow keys to always select cells, choose Preferences from the Edit menu. Select the spreadsheet icon in the Preferences dialog box, select Always Selects Another Cell, and then click OK.

Moving, copying, and deleting data

Cut, copy, and paste procedures are the same throughout ClarisWorks. The ClarisWorks spreadsheet also provides other methods to copy and delete data.

In the Help index,* see:

- entering spreadsheet data
- transposing rows and columns

To	Do this
Move the cell contents and retain the original cell references	Select cells, then choose Move from the Calculate menu. Type the new location's cell address (for example, E22) and click OK. (For a cell range, type the new location for the top left cell in the range.)
Move cell contents quickly	Select cells, then hold down ⌘-Option and click in the cell (or at the top left cell for a range) where you want the selection to go.
Transpose a column of data into a row, or a row of data into a column	Select the cells to transpose and choose Cut from the Edit menu. Then select the target cell or range and choose Paste Special from the Edit menu. In the Paste Special dialog box, click Transpose Rows and Columns and then click OK. (Transposed data overwrites any existing data.)
Copy or cut cell contents and formatting	Select the cells you want to work with. Then choose Copy or Cut from the Edit menu.
Copy only the value of a cell that contains a formula	Select the source cell or cell range, choose Copy from the Edit menu, and then select the target cell or range. Choose Paste Special from the Edit menu, select Paste Values Only in the Paste Special dialog box, and then click OK.
Paste cut or copied data	Select the cell or cell range where you want the data to go, and then choose Paste from the Edit menu.
Delete the cell contents and formatting	Select cells and choose Clear from the Edit menu.
Delete the cell contents and retain the cell formatting	Select cells and press the Delete key.

Important Moving, copying, or cutting cells that are part of an absolute reference in a formula may change the results of the formula.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

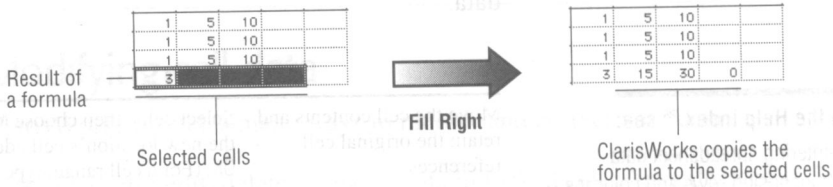
Filling a range of cells

You can copy cell contents to adjacent cells as well as fill cells automatically with patterns of data, such as the days of the week.

In the Help index,* see:

- filling cells

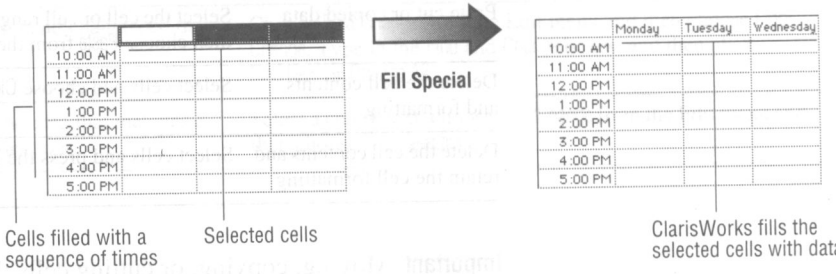
To copy cell contents, including formulas, into adjacent cells, drag to select the cells with data you want to duplicate and continue dragging down or to the right over the cells you want to fill. Then choose Fill Down or Fill Right from the Calculate menu.



Use the Fill Special command to fill cells with:

- a logical series of numbers, times, or dates
- a day (Monday), month (January), or quarter name (Qtr 1)
- any pattern of text or data

For example, you can prepare a schedule by filling a range of cells with times and another range of cells with the days of the week. To fill a range of cells with a logical series or a repeated pattern of data, select the cells and then choose Fill Special from the Calculate menu. Select options and click OK. For a complete description of the Fill Special command, see onscreen Help.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:

- spreadsheets
- spreadsheets, formatting

Formatting cell data

You can change the format of any part of your spreadsheet. Start by selecting the text, cell, cell range, column, or row that you want to change.

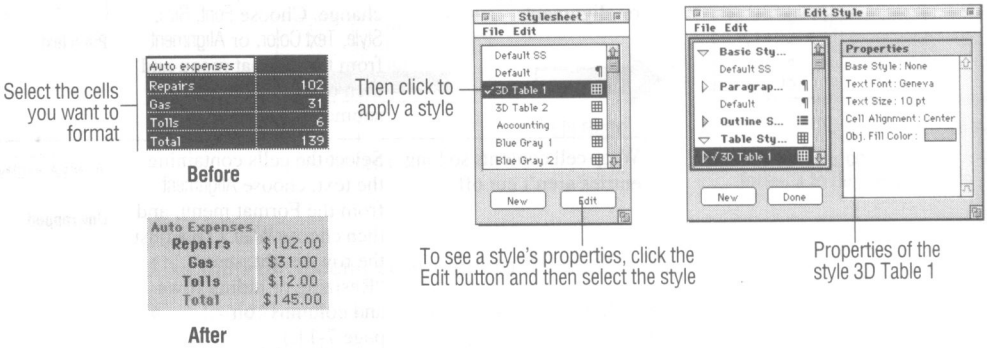
You can also copy a cell's formatting or specify a default font to be used in the entire spreadsheet.

To	Do this	Example
Change text appearance or alignment	Select the cells you want to change. Choose Font, Size, Style, Text Color, or Alignment from the Format menu and then options from the submenu.	9 22 / 7 50 **Plain text** 9 22 / 7 50 **Centered**
Wrap cell contents so long entries aren't cut off	Select the cells containing the text, choose Alignment from the Format menu, and then choose Wrap. (To adjust the row height, see "Resizing or hiding rows and columns" on page 7-11.)	Average ex May **Unwrapped** Average expenses May **Wrapped**
Format numbers, dates, and times—for example, to add a percent sign, place negative numbers in parentheses, or add a comma to large numbers	Select a cell or cell range and then choose Number from the Format menu. Select the options you want and click OK.	1 / 1 / -1 / 10000 / 1/1/94 / 5:20 PM $1.00 / 100% / (1) / 10,000 / Jan 1, 1994 / 17:20 **Some number, date, and time formats**
Copy a cell's format to other cells	Select the cell whose format you want to copy and choose Copy Format from the Edit menu. Then select the cell or range where you want to apply the format and choose Paste Format from the Edit menu.	45% 0.6 / 15% 0.8 **Before** 45% 60% / 15% 80% **After**
Set the default font	Choose Default Font from the Options menu. Choose a font and font size and click OK.	Default Font Font: Symbol, Times, TTYFont Size: 12

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:
- styles, described

Tip ClarisWorks comes with preset table styles that you can use to change a cell's formatting and appearance in one step. For example, you can apply a style to format the data, highlight the titles, and apply colours to the rows. Start by creating a small spreadsheet and entering some data. Then choose Show Styles from the View menu to display the stylesheet. Select rows and columns that you want to highlight and click *3D Table 1*. ClarisWorks applies the 3D Table 1 style to the selected cells. For information on applying styles or creating your own, see "Using styles" on page 9-1.

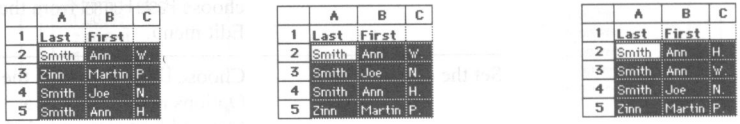


Sorting cell data

In the Help index,* see:
- sorting spreadsheet data

Sort data in numeric or alphabetical order to organise it. You can specify a major *order key* (the cell where the sort starts) and two minor order keys. If you are sorting a list containing duplicate entries, use second and third order keys to further organise your data, for example, by first name and middle initial.

To sort spreadsheet data, select the cells you want to sort and choose Sort from the Calculate menu. In the Sort dialog box, select the options you want and click OK.



	A	B	C
1	Last	First	
2	Smith	Ann	W.
3	Zinn	Martin	P.
4	Smith	Joe	N.
5	Smith	Ann	H.

Before sort

	A	B	C
1	Last	First	
2	Smith	Ann	W.
3	Smith	Joe	N.
4	Smith	Ann	H.
5	Zinn	Martin	P.

After sorting on first order key (A2) only

	A	B	C
1	Last	First	
2	Smith	Ann	H.
3	Smith	Ann	W.
4	Smith	Joe	N.
5	Zinn	Martin	P.

After sorting on first order key A2, second order key B2, and third order key C2

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Locking cell data

In the Help index,* see:
- Lock Cells command

Protect data or formulas from accidental changes by locking cells. To lock a cell or a range of cells, select the cells, then choose Lock Cells from the Options menu. To unlock a protected cell or cell range, select the cells and then choose Unlock Cells from the Options menu.

Changing cells, rows, and columns

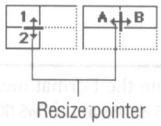
There are several features that control how you display and work with data in rows and columns.

Resizing or hiding rows and columns

In the Help index,* see:
- hiding
- resizing spreadsheet cells

To resize all the rows or columns in a range by the same amount, start by selecting multiple rows or columns.

To resize rows or columns by specifying a size, select the rows or columns you want to change. Then choose Row Height or Column Width from the Format menu, enter a new measurement (enter 0 to hide the row or column, or select Use Default to revert to the default row or column size), and click OK.



To resize or hide rows or columns by using the mouse, move the pointer to the bottom of the row heading or to the right edge of the column heading you want to change. The pointer becomes a double arrow ↔.

To	Do this
Resize a row or column	Drag the pointer until the row or column is the desired size.
Hide a row or column	Drag the pointer up or to the left until the row or column disappears.
Restore a hidden row or column	Drag the pointer down or to the right until the row or column reappears.
Resize rows and columns to the smallest size that holds the data	Double-click the divider at the bottom of the row heading or at the right edge of the column heading. (You see the double arrow ↔ when you're in the right place.)

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

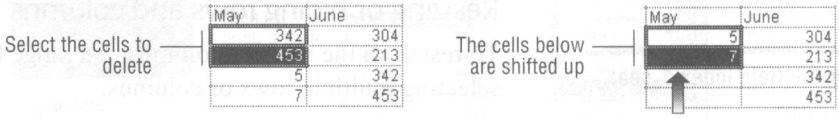
Inserting and deleting cells, rows, and columns

In the Help index,* see:
- spreadsheets, arranging

When you delete a cell, column, or row, you also delete its data.

To insert or delete an entire row or column, click one or more headings to select rows or columns, and then choose Insert Cells or Delete Cells from the Calculate menu.

To insert or delete a few cells, make a selection before you choose Insert Cells or Delete Cells. In the dialog box, specify how you want existing cells to be shifted, and then click OK.



Changing the number of rows and columns

A new spreadsheet contains 500 rows and 40 columns. A new spreadsheet frame contains 40 rows and 10 columns.

In the Help index,* see:
- Document command
- frames, formatting
- opening frames

To	Do this
Change the number of rows and columns in a spreadsheet	Choose Document from the Format menu, type numbers for Columns across and Rows down and then click OK.
Open a spreadsheet frame so you can change the number of rows and columns in the spreadsheet	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the spreadsheet in a new window. The open frame is linked to the original document. Any changes you make in the open frame are also made in the document. To close the spreadsheet frame, choose Close from the File menu.
Resize a spreadsheet frame to display more cells	Select the frame and then drag a handle.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

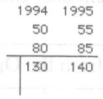
Adding borders, colours, and patterns to cells

In the Help index,* see:
- Borders command
- spreadsheets, formatting
- styles, described

You can add borders, colours, and patterns to one or more cells, or to entire rows or columns.

To add a border, colour, or pattern, start by selecting the cells, rows, or columns you want to change. (If you need to use the tool panel, choose Show Tools from the View menu.)

To	Do this
Add a border	Choose Borders from the Format menu, select border options, and then click OK. Choose a colour from the pen colour palette on the tool panel.
Remove a border	Choose Borders from the Format menu, deselect border options, and then click OK.
Change a cell's border colour	Select a bordered cell and then choose a colour from the pen colour palette on the tool panel.
Fill cells with colour or pattern	Choose from the fill colour and pattern palettes on the tool panel.



Bottom border (cell grid hidden)

Tip ClarisWorks comes with preset table styles that you can use to change a cell's appearance and formatting in one step. To apply a style or create your own, see "Using styles" on page 9-1.

Locking row and column titles

In the Help index,* see:
- Lock Title Position command

To lock row and column titles in a spreadsheet document so they won't move as you scroll the rest of the spreadsheet, select the titles and choose Lock Title Position from the Options menu. Choose it again when you want to unlock titles.

Note You can't select cells in locked titles, nor can you lock titles in a spreadsheet frame.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Adding and removing page breaks

In the Help index,* see:

▸ page breaks

Spreadsheet pages break automatically when the page is full.

To	Do this
Add page breaks manually that occur before the automatic page breaks	Select the cell, row, or columns where you want the page to end. Then choose Add Page Break from the Options menu. ClarisWorks marks the break with a dotted line.
Remove a manual page break	Select the cell, row, or column where you previously set the page break and then choose Remove Page Break from the Options menu.
Remove all manual page breaks	Choose Remove All Breaks from the Options menu.

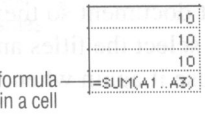
Changing the display

In the Help index,* see:

▸ Display command

To change how ClarisWorks displays the cell grid, row and column headings, formulas, and circular references, choose Display from the Options menu. (If the spreadsheet is in a frame, select the frame and then choose Modify Frame from the Options menu.) Select or deselect options in the Display dialog box and then click OK.

This option	Displays
Cell Grid	Dotted gridlines that separate the rows and columns
Solid Lines	The cell grid with solid gridlines (Cell Grid must be selected)
Formulas	Formulas (rather than computed values) in cells that contain formulas
Column Headings Row Headings	Column and row headings
Mark Circular References	Dots in cells that contain circular cell references (Formulas must be deselected)



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Printing a spreadsheet document

You can control various aspects of how your spreadsheet document prints.

In the Help index,* see:
- Print command
- Set Print Range command

To print	Choose
Row and column titles on every page	Lock Title Position from the Options menu
The range of cells that you specify, rather than all formatted cells and cells that contain data	Set Print Range from the Options menu. In the Print Range dialog box, click Print Cell Range, type the range you want to print, and then click OK.
Row and column headings or the cell grid	Print from the File menu. In the dialog box, select or deselect the Print Column Headings, Print Row Headings, and Print Cell Grid checkboxes.

You can print, or merge, database information on a spreadsheet. For more information on merging documents and printing them, see "Merging data into documents (mail merge)" on page 9-19.

Working with formulas

Use formulas to perform calculations on spreadsheet data. You can combine numbers, cell references, and *functions* (predefined formulas) to build your formulas. For some simple formula examples, see "Examples—entering formulas" on page 7-19.

Understanding formulas

In the Help index,* see:
- spreadsheets, calculations

Within a single formula, you can combine:

- numbers, such as $4.95, 10, or 1995
- operators, such as +, -, *, =, >, or ()
- cell references, such as B2, P66, or D7
- functions, such as =SUM(B2+N66) or =PRODUCT(A1..C1)

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Formulas can be simple or very complex, with many parts. All of these are legitimate (and simple) formulas:

This formula	Does this
=B6+B8	Adds the values in cells B6 and B8
=E9*3.5	Multiplies the value in cell E9 by 3.5, a *constant* (fixed value) that you supply
=“California”	Places a text constant (California) in a cell
=SUM(D4..D12)	Uses the SUM function (a predefined formula) to add the values in the cell range D4 to D12

See “Working with functions” on page 7-20 for information on functions.

Cell references in formulas

In the Help index,* see:

▸ cell references

A formula can contain references to a cell or a range of cells. ClarisWorks uses the data in the cells to compute the formula. There are three types of references: relative, absolute, and circular.

A *relative reference* gives the location of a cell relative to the location of the current cell. If you copy a formula with a relative reference to another cell, ClarisWorks changes the reference to reflect the relative position from the new source cell.

An *absolute reference* stays the same when you copy and paste a formula. To enter an absolute cell reference, type a dollar sign ($) before each part of the cell address. You can also mix absolute and relative addresses in the same formula (for example =A$1+B1).

Relative reference

	A	B
1	25	20
2	50	40
3	75	60

The formula in cell A3 is =A1+A2. If you copy the data in cell A3 to B3, the formula becomes =B1+B2.

Absolute reference

	A	B
1	25	20
2	50	40
3	75	75

The formula in cell A3 is =$A$1+$A$2. If you copy the data in cell A3 to B3, the formula is still =$A$1+$A$2.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

•12• •16•

Circular reference

A *circular reference* occurs when two or more cells refer to each other—for example when cell A1 contains =B2*3 and cell B2 contains =A1+4. A circular reference also occurs when a cell refers to itself, for example, in the formula A10=SUM(A1..A10). ClarisWorks marks cells that contain circular references with bullets. To turn the markings off, choose Display from the Options menu and deselect Mark Circular Refs.

You may want to rethink the layout of the spreadsheet to avoid circular references.

Entering formulas

You can type each of the formula elements or ClarisWorks can enter some *operators* (symbols, such as plus or equal signs, that define the action you want performed), cell references, or functions for you.

To enter a formula, select the cell where you want the formula's result to go and type an equal sign (=) in the entry bar. Type the formula after the equal sign (you can put a space before or after any operators), and then click ✓ to confirm your entry.

In the Help index,* see:

- arithmetic operators
- spreadsheets, calculations

To	Do this	Example
Enter a reference to a single cell	Click to select the cell that you want to refer to. ClarisWorks enters a plus sign (+) when you click the next cell. (To use a different operator—such as * to multiply—type the operator before you click the next cell.) ClarisWorks inserts the cell reference at the insertion point in the formula.	=B1+C1 =B1*C1
Enter a reference to a cell range	Drag to select the range that you want to refer to. The reference to the cell range appears at the insertion point in the formula. Then enclose the range in parentheses. Or type the addresses of the cell at the upper left of the range and the cell at the lower right with two dots between them and enclose the range in parentheses.	=SUM(B1..C1)
Enter an absolute cell reference	Click in the entry bar before the part of the cell address that you want to make absolute and then type a dollar sign ($).	=$A$1+B$1+$C1

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this	Example
Have ClarisWorks interpret a number or punctuation as text	Begin and end the entry with a double quotation mark.	="1992" ="!"
Use a function (ready-made formula)	See "Entering functions" on page 7-21.	=DATE(95,10,10)

Calculating formula results

In the Help index,* see:

- Auto Calc command

When you enter and confirm a formula, ClarisWorks computes the result. ClarisWorks is preset to calculate formulas automatically each time you confirm an entry in a cell. To turn automatic calculation on or off, choose Auto Calc from the Calculate menu. When Auto Calc is on, you see a checkmark next to the Auto Calc command.

Because automatic recalculation of large spreadsheets can be time consuming, you may want to work with Auto Calc off. To calculate formula results when Auto Calc is off, choose Calculate Now from the Calculate menu.

Making corrections

In the Help index,* see:

- formulas, spreadsheet
- resizing spreadsheet cells
- troubleshooting, spreadsheets

If you see ### in a cell, the column is too narrow to display the number. To widen the column, select the column and then increase its width by choosing Column Width from the Format menu. Type a width and click OK. For more information on changing the size of a column, see "Resizing or hiding rows and columns" on page 7-11.

	######
	######
	######
Average	######

Before

	$12,367.00
	$42,754.00
	$68,194.00
Average	$41,105.00

After

#DIV/0!
#VALUE!
#REF!

Error messages

ClarisWorks tells you if it can't evaluate a formula you've entered. Error messages start with a number sign (#) and end with an exclamation point (!), or you may see a message on the screen. Check your formula for the correct placement of parentheses, be sure parentheses are correctly paired, and check to see that you have entered operators between the cell references. For more spreadsheet and formula tips, see onscreen Help.

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Examples—entering formulas

These examples show how to use formulas to add numbers.

Example 1: Simple arithmetic

To enter a formula that sums three numbers:

1. Click a cell to make it active.
2. Type `=12+3-5` in the entry bar.
3. Click ✓ to confirm the entry.

ClarisWorks sums the numbers and displays the result, 10, in the cell.

Example 2: Using cell references

To sum three numbers using cell references:

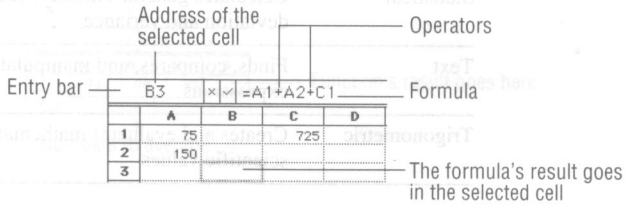
1. Type 75, 150, and 725 as shown here.

	A	B	C
1	75		725
2	150		
3			

2. Click cell B3 and type an equal sign (=) in the entry bar, and then click cells A1, A2, and C1.

   ClarisWorks inserts the addition operator (+) between each cell reference.

   Your spreadsheet should look like this:



   If you want to change the formula, for example to use a different operator, use the text editing techniques described in "Editing data" on page 7-6.

3. Click ✓ to confirm the entry.

   ClarisWorks adds the numbers and displays the result (950) in cell B3. If the result does not appear as you expect, check to be sure that you started the formula with an equal sign (=).

Working with functions

In the Help index,* see:

▸ functions

ClarisWorks provides *functions*, or built-in routines, that you can use alone or include in a formula. Use functions to perform computations—such as summing a group of numbers or deriving a square root—without having to type the entire formula. You can use a function by itself in a formula, or you can combine it with other numbers, operators, cell references, and functions. For an example of a simple function, see "Example—using the AVERAGE function" on page 7-21.

ClarisWorks provides over 100 functions in nine general categories. A complete list of these functions is in onscreen Help.

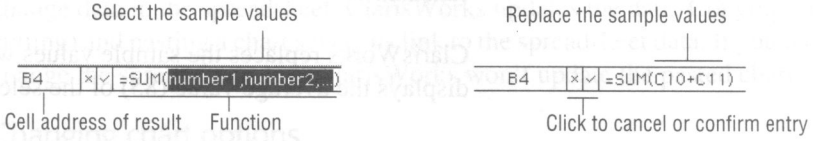
Category	Purpose	Example
Conversion	Converts values from one data type to another	TEXTTONUM
Date and Time	Manipulates dates and times, for example, to calculate the current date or time	DATE
Business and Financial	Calculates mortgage and payment values	PMT (Payment)
Information	Looks up and evaluates information in spreadsheet cells, cell ranges, and database fields	LOOKUP
Logical	Evaluates Boolean expressions, which result in either TRUE or FALSE	ISBLANK
Mathematical	Performs general mathematical calculations	ROUND
Statistical	Calculates general statistics, such as standard deviation and variance	AVERAGE
Text	Finds, compares, and manipulates text expressions	CODE (ASCII code)
Trigonometric	Creates and evaluates mathematical and scientific values	SIN

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:
▸ functions

Entering functions

To enter a function, click the cell where you want the result to appear. (If you're including the function as part of a larger formula, click in the formula where you want the function to appear.) Then choose Paste Function from the Edit menu, select a function from the alphabetical list in the Paste Function dialog box, and click OK. In the entry bar, select the sample values and replace them with values or cell references. (See "Cell references in formulas" on page 7-16.) When you're satisfied with your entry, click ✓ to confirm it.

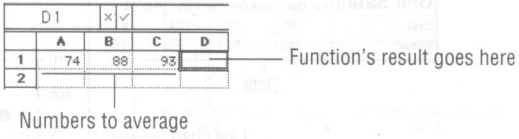


Tip If you know the name and format of a function, you can type it, rather than paste it, in the entry bar.

Example—using the AVERAGE function

This example shows how to use the AVERAGE function to calculate the average of three numbers.

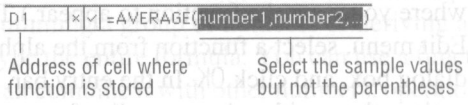
1. In your spreadsheet, enter 74, 88, and 93 in cells A1, B1, and C1.
2. Click cell D1 to select it.



3. Choose Paste Function from the Edit menu.
4. Select AVERAGE from the list and click OK.

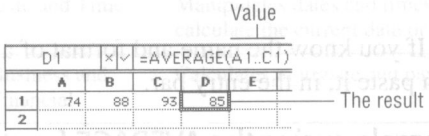
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

5. Hold down the mouse button and drag the I-beam pointer in the entry bar to select the sample values between the parentheses.



6. In the spreadsheet, hold down the mouse button and drag the pointer over the three cells whose values you want to average, and then click ✓ to accept the function.

ClarisWorks replaces the sample values with the selected cell range and displays the average value (85) of the selected cells as the result.

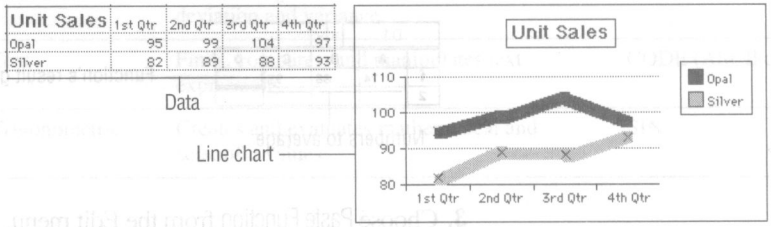


Displaying data in charts (graphs)

In the Help index,* see:

▸ charts, creating

A chart (or graph) shows graphic relationships and trends among data. You can chart data in a spreadsheet frame as well as in a spreadsheet document.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Making charts

In the Help index,* see:
- charts, creating
- charts, modifying

To make a chart, select a cell range and then choose Make Chart from the Options menu. In the Chart Options dialog box, click a chart type in the Gallery, and then click OK. ClarisWorks draws the chart and places it on top of the spreadsheet, using the data in the upper-left cell in the selected range as the chart title.

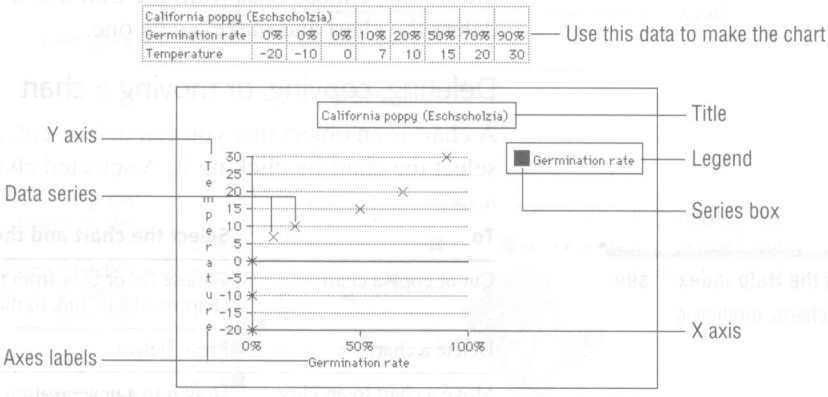
You can create more than one chart for each spreadsheet or spreadsheet frame.

Updating chart data The chart is linked to the spreadsheet, so when you change data in the spreadsheet, ClarisWorks updates the data. Copying (or cutting) and pasting a chart severs its link to the spreadsheet data. If you then change the spreadsheet data, ClarisWorks won't update the pasted chart.

Changing chart options

In the Help index,* see:
- charts, creating

You can change the way data is plotted as well as the appearance of a chart's *elements* (the title, axes, series, series labels, or series symbols). Each type of chart (this one is an X-Y scatter chart) contains most of the same elements.



To revise an existing chart, select the chart and choose Modify Chart from the Options menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Chart Options dialog box, select chart options and make your changes. To view other chart options, click the Gallery, Axis, Series, Labels, and General buttons and choose among the different options that appear. When you're satisfied with the chart, click OK.

In the Help index,* see:

- charts, modifying
- charts, options

Use this option in the Chart Options dialog box	To set or change
Gallery	The chart type
Axes	The scale and tick marks on an axis
Series	The format and symbol for the data series (value)
Labels	The position and format of the title and legend
General	The chart range, series orientation (in rows or in columns) How number data (if any) in the top row or left column is to be treated (plotted or used for labels)

Note ClarisWorks provides numerous techniques for setting and changing the chart's elements. Feel free to experiment with the various techniques for working with chart elements described in onscreen Help. If you don't like the results, choose Undo from the Edit menu or Revert from the File menu, or delete the chart and make a new one.

Deleting, copying, or moving a chart

A chart is an object that you can delete, cut, copy, move, or resize. To start, select the chart by clicking it. A selected chart has handles.

In the Help index,* see:

- charts, modifying

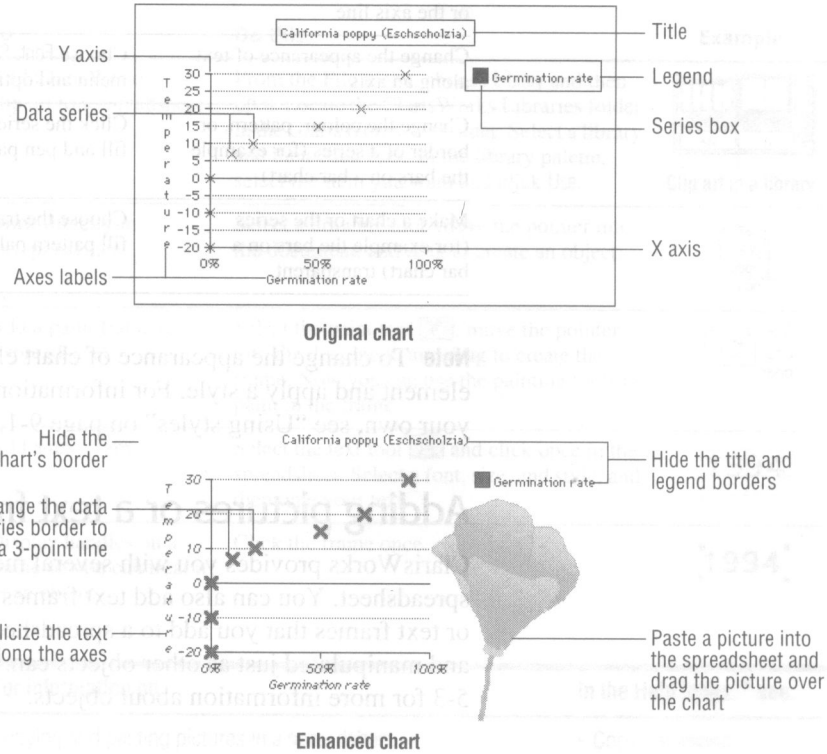
To	Select the chart and then
Cut or copy a chart	Choose Cut or Copy from the Edit menu. Cutting or copying a chart breaks its link to the chart's spreadsheet.
Delete a chart	Press Delete
Move a chart to another location in the same document	Drag it to a new position (not by a handle). Moving a chart maintains the link to the chart's spreadsheet.
Resize a chart	Drag one of its handles
Scale a chart to a specific percentage	Choose Scale Selection from the Options menu and enter percentages to scale the chart horizontally and vertically

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Select the chart and then
Hide a spreadsheet frame under a chart	If necessary, resize the spreadsheet frame to make it smaller than the chart. Then select the chart and drag it over the spreadsheet.
Bring a hidden spreadsheet frame back into view	Select the chart and then choose Move to Back from the Arrange menu

Enhancing a chart's appearance

Because a spreadsheet chart is an object, you can change the chart's appearance by selecting all or part of it and using the fill and pen palettes and text formatting commands.



Choose Show Tools from the View menu to display the tool panel, then try some of the following techniques using the fill and pen palettes. (For information on using the pen and fill palettes, see "Changing lines, borders, colours, and patterns" on page 5-8.) The effect you achieve varies with the type of chart. Feel free to experiment. If you don't like the results, use Undo in the Edit menu or Revert in the File menu, or delete the chart and make a new one.

In the Help index,* see:

- charts, creating
- charts, formatting

To	Select the chart or chart element, and then
Change the background of the chart, title, or legend label	Choose from the fill colour, pattern, or gradient palettes
Change the chart or title border or the axis line	Choose from the pen colour, pattern, and width palettes
Hide the chart or title border or the axis line	Choose None from the pen width palette
Change the appearance of text along an axis	Choose Font, Size, Style, or Text Colour from the Format menu and options from the submenu
Change the colour, pattern, or border of a series (for example the bars on a bar chart)	Click the series box once, and then choose from the fill and pen palettes
Make a chart or the series (for example the bars on a bar chart) transparent	Choose the transparent icon from the fill pattern palette

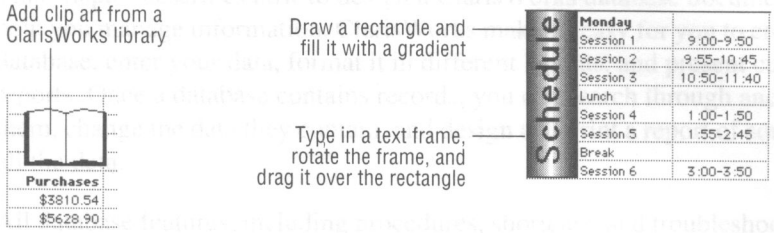
Note To change the appearance of chart elements in one step, select the element and apply a style. For information on applying styles or creating your own, see "Using styles" on page 9-1.

Adding pictures or a text frame

ClarisWorks provides you with several methods for adding pictures to a spreadsheet. You can also add text frames to create special effects. Pictures or text frames that you add to a spreadsheet are objects, and can be moved and manipulated just as other objects can. See "What are objects?" on page 5-3 for more information about objects.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Note Pictures (and frames) are layered on top of the spreadsheet. You can't place a picture in the entry bar or directly in a spreadsheet cell.



Start by choosing Show Tools from the View menu to display the tool panel.

In the Help index,* see:

- drawing tools
- frames, creating
- libraries, using

To	Do this	Example
Add ClarisWorks clip art to a spreadsheet	From the File menu, choose Library and then Open. Locate the ClarisWorks Libraries folder in the ClarisWorks 4.0 Folder. Select a library and then click Open. In the library palette, select the item you want and click Use.	Books, Open books, Add, Use — Clip art in a library
Draw directly in the spreadsheet	Select a drawing tool, move the pointer into the document, and drag to create an object.	360, 350, 2500, 1800
Add a paint frame to a spreadsheet	Select the paint tool, move the pointer into the document, and drag to create the frame. Now you can use the painting tools to paint in the frame.	360, 350, 2500
Add a text frame	Select the text tool and click once in the spreadsheet. Select a font, size, and style, and then type your text.	1994
Display handles on a frame so you can treat it as an object	Click the frame once.	1994

For information on	In the Help index,* see:
Copying and pasting pictures in a spreadsheet	▸ Copy command
Inserting (importing) pictures created in another application	▸ Insert command

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Chapter 8: Database

This chapter describes how to design a ClarisWorks database document to help you manage information. ClarisWorks makes it easy for you to create a database, enter your data, format it in different layouts, and present custom reports. Once a database contains records, you can search through and sort them, change the data they contain, and design and print a report of some or all the data.

All database features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a database

Use a database to:

- maintain address lists, and then print names and addresses onto labels, form letters, and personalized notices
- maintain customer lists for automated mass mailings, or information about guests and vendors for parties and events
- create attractive inventory tracking systems and invoices
- create lists you need to sort, such as bibliographies for school papers
- catalog recordings, stamps, and other collections

Database basics

If you have not previously worked with ClarisWorks database documents, take a few minutes to read about some general database concepts, the basics of setting up a database, and entering information.

What's a database?

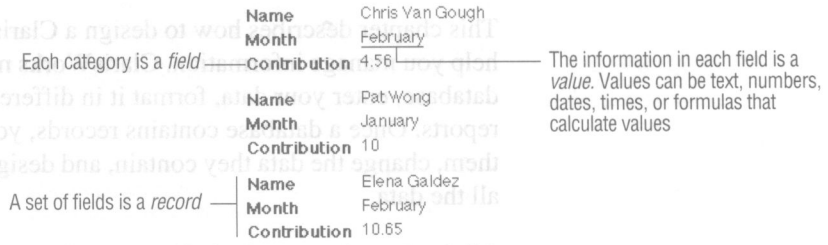
In the Help index,* see:

▸ database documents

A database is a collection of related information, or data, which you can sort, search through, and print as needed. Using a database, you can organize and analyze information so that you understand its significance.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

These are the elements that make up a database.

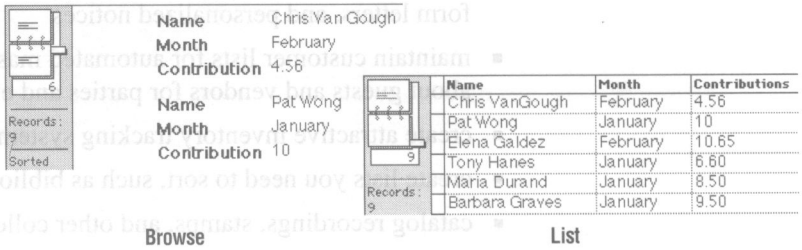


Using Browse, List, Find, and Layout

In the Help index,* see:

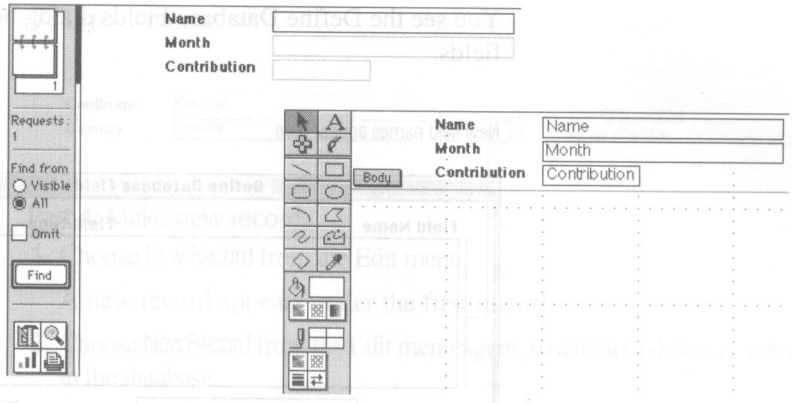
▸ Browse

In ClarisWorks there are four ways to work with your database—Browse, List, Find, and Layout—which you select using the corresponding commands on the Layout menu.



In Browse and List, you view, add, change, and delete records

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.



In Find, you search for particular records to work with

In Layout, you design the way you want the data to appear when viewed or printed

Getting started with databases

In the Help index,* see:

- planning databases

When you open a new database document, you begin by defining fields. The *field definition* consists of the field name, field type (such as text or number), and other options. Once you have defined the fields, you make new records and enter values (*data*) in the fields.

Example—creating a simple database

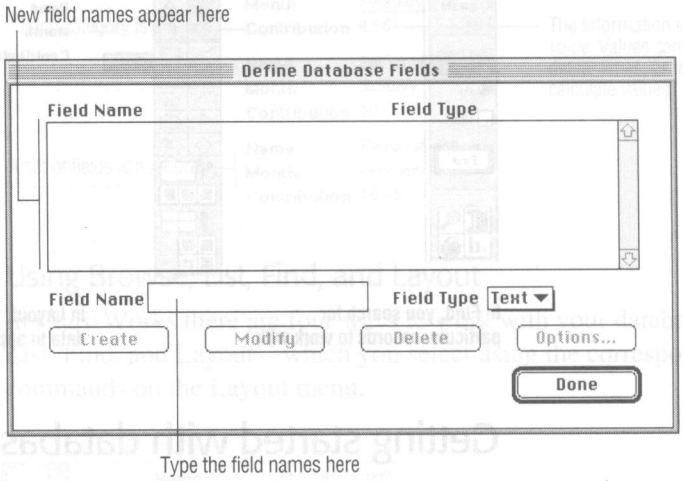
In this example, you set up a database with two fields and three records.

Part 1: Start a new database document

1. Start ClarisWorks.
2. Choose New from the File menu.
3. In the New Document dialog box, choose Database and click OK.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You see the Define Database Fields dialog box, where you set up database fields.



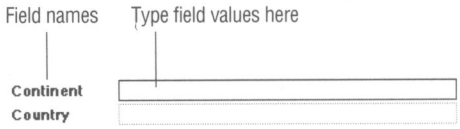
Part 2: Define two fields

1. Type `Continent` in the Field Name box and click Create.
2. Type `Country` (replacing the field name Continent) in the Field Name box and click Create.

Field Name	Field Type
Continent	Text
Country	Text

3. Click Done.

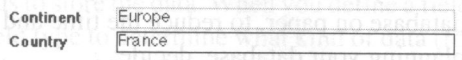
   You see the first record of your database.



Part 3: Enter two values into the fields

1. Type `Europe` in the Continent field.
2. Press Tab to move to the Country field.

3. Type `France`.



The first record looks like this

Part 4: Make new records

1. Choose New Record from the Edit menu.

   A new record appears under the first record.

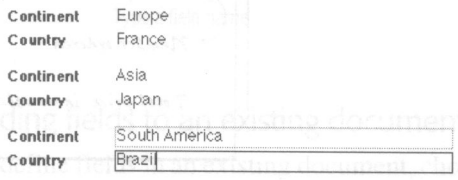
2. Choose New Record from the Edit menu again, so a total of three records appears in the database.

Part 5: Finish entering data in the new records

1. In the second record, click in the Continent field and type `Asia`, then press Tab and type `Japan` in the Country field.

   If the whole record becomes highlighted, you clicked outside the field. Press Tab to move the cursor into the first field.

2. In the third record, type `South America` in the Continent field and `Brazil` in the Country field.



Your database with three records

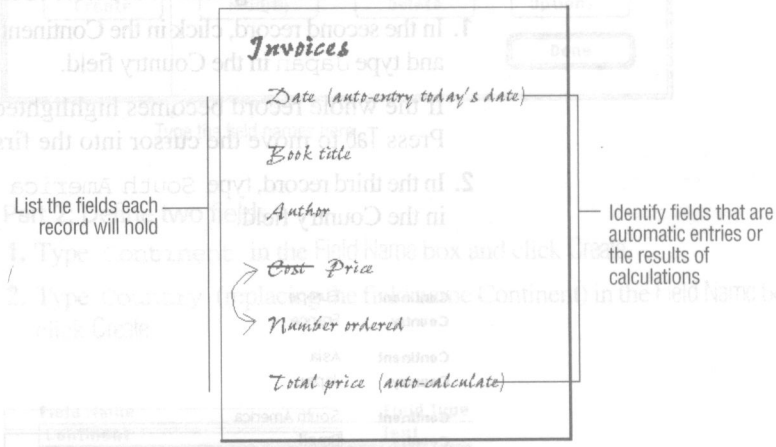
Tip Save this database and use it to practice the other database operations described in this chapter and in onscreen Help. For example, you can try adding different field types, changing the layout of the fields, and searching for particular records.

Designing a database

In the Help index,* see:
- planning databases

Before you create a database with ClarisWorks, it's a good idea to plan your database on paper, to reduce the time and effort of redesigning. When planning your database, decide:

- what you want the database to accomplish
- which fields the database will contain and the type of data they'll hold
- what each record in the database will represent (for example, an employee or an invoice)
- how the database can help you work more efficiently, by using options such as formulas and automatic data entry

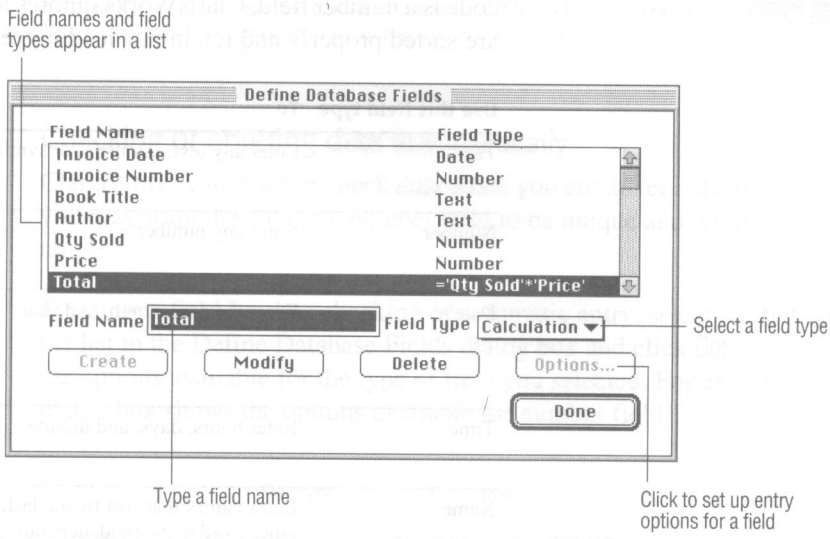


* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Defining database fields

In the Help index,* see:
- field definitions

Once you plan the design of your database, the next step is to define the fields to store the data. When you define a field, you give it a name and select a field type to determine what kind of data (for example, numbers or a date) can be stored in the field. When you open a new database document, you see the Define Database Fields dialog box, where you set up database fields.



Adding fields to an existing document

To define fields in an existing document, choose Define Fields from the Layout menu. You can also change the appearance of text and the format of numbers, dates, and times for existing fields. See "Changing the appearance of data" on page 8-33 for more information.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Assigning field types

In the Help index,* see:

▸ field types

To assign a field type to a field, choose from the Field Type pop-up menu in the Define Database Fields dialog box. Field types affect the way you enter and use your data.

Tip Use a text field (or a field that holds text, such as a pop-up menu) for postal codes so you can sort addresses by postal code number. If the postal code is a number field, ClarisWorks ignores leading zeros. As text, the codes are sorted properly and retain any leading zeros.

Use this field type	To	Example (Browse)
Text	Enter any text, numbers, or symbols	**First name** Luis & Julia **Address** 165 Belvedere Ave.
Number	Enter any number	**Score** 27.5 **Score** 55%
Date	Enter the day, month, and year	**Date** Jan 1, 1999 **Date** January 1, 1999 **Date** 1/1/99
Time	Enter hours, days, and minutes	**Time** 2:35:15 **Time** 14:35
Name	Enter names that sort by the last, first, or other word in the field, depending on how you type the name. See "Entering data in fields" on page 8-13.	**Name** Jane Adams **Name** Paul A. Baker **Name** James Smith Jr. **Name** Treetop Books
Pop-up menu	Choose from a menu	Department ✓Accounting Shipping Marketing
Radio Buttons	Choose among options	Ship By ○ Ground ○ Air ◉ Overnight
Check Box	Select or deselect the field	☒ Sent sample
Value List	Choose from a scrolling list	**Code** 90065 90042 90065 94070

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Use this field type	To	Example (Browse)
Record Info	See the time and date the record was created or modified, or the name of the creator or modifier	Time entered 2:35
Calculation	See the results of a formula. See "Defining calculation and summary fields" on page 8-10 for more information.	Weekly total $4,500.95
Summary	See the results of a formula. The field appears only in the summary part of a layout.	Yearly total $39,075.90

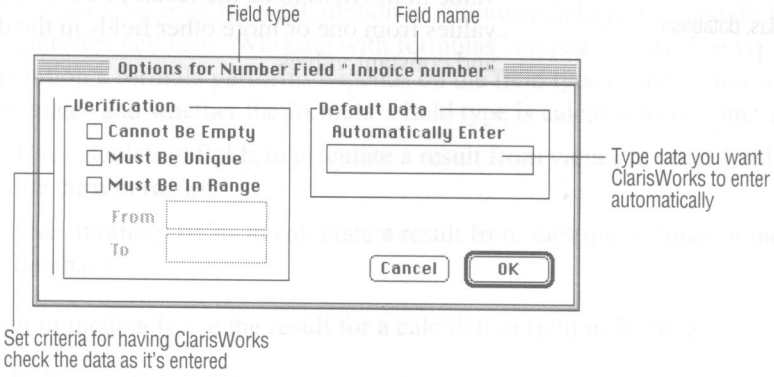
Checking or entering data automatically

In the Help index,* see:

▸ fields, defining

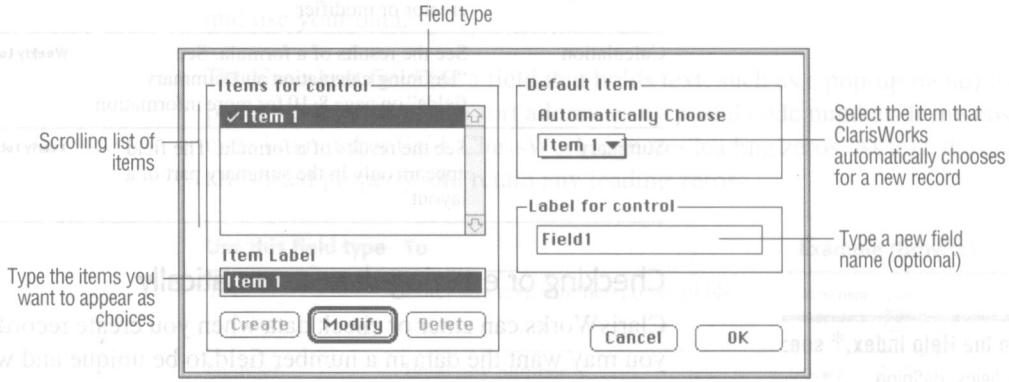
ClarisWorks can enter or check data when you create records. For example, you may want the data in a number field to be unique and within a certain range.

To set up a field for data checking or automatic entry, select the field from the list in the Define Database Fields dialog box and click Options. You see the options available for the type of field you selected. For example, this dialog box shows the options available for number fields:



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Other field types such as pop-up menus, radio buttons, and value lists, have different options:



For complete information on every field type available in ClarisWorks, see onscreen Help.

Defining calculation and summary fields

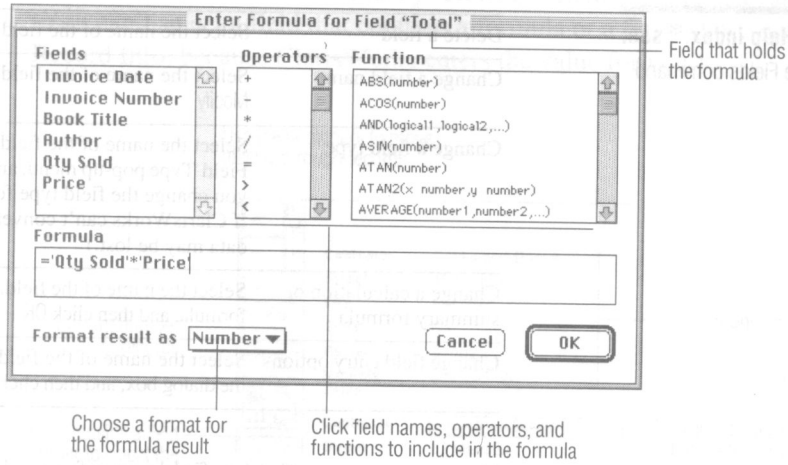
In the Help index,* see:

- formulas, database

You define a field type as a calculation or summary field when you want the value in the field to be the result of a formula. This formula can include values from one or more other fields in the database, operators, functions, and constant values.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

For example, suppose you have a database that contains two number fields, Qty Sold and Price, and one calculation field, Total. You can set up a formula in the calculation field to multiply the values in the two number fields. Then, each time you type values in the Qty Sold and Price fields, the formula multiplies those values and displays the result in Total.



You enter a formula for a calculation or summary field just as you do for a spreadsheet cell (see "Working with formulas" on page 7-15). The type of operation a formula performs depends on the field type of the values it calculates and whether the formula's field type is calculation or summary.

- Use calculation fields to calculate a result from values in other fields in the current record.
- Use summary fields to calculate a result from multiple records in the database.

You immediately see the result for a calculation field in Browse.

Note To see the result for a summary field, you must create a summary part in Layout, insert the summary field, sort the records, and switch to page view. See "Presenting and summarising data with parts" on page 8-34 for information about summarising data.

Adding, changing, and deleting fields

To select the name of the field, click the field in the Field Name list.

To	Choose Define Fields from the Layout menu, and then
Add a field	Type the name of the new field, choose a type from the Field Type pop-up menu, and then click Create
Delete a field	Select the name of the field and click Delete
Change a field name	Select the name of the field, type a new name, and then click Modify
Change a field type	Select the name of the field, choose a new type from the Field Type pop-up menu, and then click Modify. (Be careful when you change the field type for a field that already contains data. If ClarisWorks can't convert the old data to the new type, the data may be lost.)
Change a calculation or summary formula	Select the name of the field, click Modify, make your changes to the formula, and then click OK
Change field entry options	Select the name of the field, click Options, make your changes in the dialog box, and then click OK

In the Help index,* see:

▸ Define Fields command

You can remove a field or field name from a layout without affecting its data by deleting it in Layout (see "Editing a layout" on page 8-30). Do not delete the field in the Define Database Fields dialog box unless you want to remove the field and its data from the entire database permanently.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

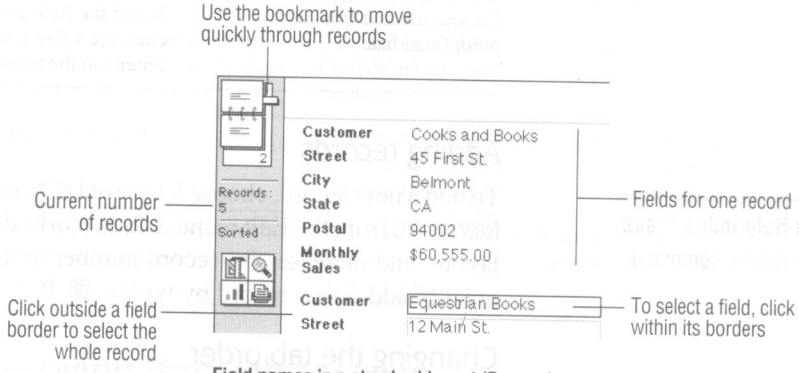
Entering data in fields

In the Help index,* see:

- fields, editing data
- fields, entering data
- fields, navigating
- records, adding

When you finish defining the database fields, you see them displayed in Browse in a standard layout in the order you created them. You can now start entering data.

You enter data in Browse or List by selecting a field and typing a value in it. (You can't select a field that contains a formula or a field whose type is Record Info, because ClarisWorks enters the value for you.)



Field names in a standard layout (Browse)

Note If the entire record becomes highlighted, you clicked outside a field and selected the whole record. You must click within the field borders to select a field. Press Enter (on the numeric keypad) to deselect the record and try again, or make the first field active by pressing Tab.

To	Do this
Move to the next field	Press Tab.
Move to the previous field	Press Shift-Tab.
Edit data in a field	Select the field and edit the data.
Insert a tab within a field	Press ⌘-Tab.
Enter the current date in a date field or time in a time field	Press ⌘-Hyphen.
Enter a date, time, or number	Use numerals and punctuation characters.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this
Enter a name in a name field	For names that you want to sort by the *last* word in the field, type the first and last name (for example, `Jane Adams` sorts by *Adams*). For names that end with a title, type Option-space between the last name and the title (for example, `James Smith Jr.` sorts by *Smith*). For names that you want to sort by the *first* word in the field, type @ at the beginning of the field (for example, `@Treetop Books` sorts by *Treetop*). The @ is visible only when the insertion point is active in the field.
Choose a value from a predefined list	Select the field to see the predefined list. Then double-click the value you want or select the value and press Enter (on the numeric keypad).

Adding records

In the Help index,* see:
- New Record command

To add a new record, choose Browse or List from the Layout menu, then choose New Record from the Edit menu. ClarisWorks displays the record in the current layout, and increases the record number in the status area by one. You can quickly add a new record by typing ⌘-R.

Changing the tab order

In the Help index,* see:
- Tab Order command

The *tab order* is the order in which you move from one field to the next when you press Tab. The tab order is preset to the order in which you created the fields. You can change the tab order for Browse, but not for List. Changing the tab order does not rearrange the fields—it simply changes the order of field selection when you press Tab.

To change the tab order, choose Browse and then Tab Order from the Layout menu. In the Tab Order dialog box, click Clear, then move the field names into the Tab Order list box in the order you want to enter data in them. To move a name, click the field name in the Field List and click Move.

Note Fields that you do not move into the tab order list box will not be accessible by pressing Tab. To select such a field, click within the field.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Duplicating and deleting records

Duplicating records saves time if the records are similar—you can change only the fields that are different and avoid retyping information in other fields. You can also copy and paste a record, or delete one or more records at a time.

In the Help index,* see:

- records, adding
- records, deleting

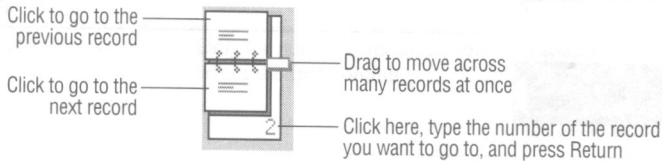
To	From the Edit menu, choose
Duplicate a record	Duplicate Record. ClarisWorks adds a copy of the record to the end of the database and places the insertion point in the first field, ready for you to enter data.
Copy and paste a record into another document, application, or database	Copy and then Paste. If you're pasting the record into a ClarisWorks database, the copy is added to the end of the database.
Delete a record	Delete Record. If you change your mind, before you do anything else, choose Undo from the Edit menu and the record is restored.
Temporarily delete a record that you want to move or paste back in later	Cut from the Edit menu. Remember, though, that if any other records or text are copied or cut in the meantime, the record is lost.

Moving through records

In the Help index,* see:

- databases, using

Use the record book to move or browse through records. Start by choosing Browse or List from the Layout menu.



To go to the same field in the next record, press ⌘-Return. To go to the same field in the previous record, press ⌘-Shift-Return.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Viewing records

In the Help index,* see:

▸ records, viewing

You can view records in different ways to suit your needs.

To	Do this	Example
View records in a continuous list	Select Browse and Show Multiple in the Layout menu. (If Show Multiple is dimmed, deselect Page View in the View menu.)	Records: 9 Selected: — **Continent** Europe, **Country** France; **Continent** Asia, **Country** Japan; **Continent** South America, **Country** Brazil
View records in rows and fields in columns	Select List in the Layout menu.	Records: 9 — **Continent** / **Country**: Europe / France; Asia / Japan; South America / Brazil; South America / Peru; North America / Canada; Asia / Vietnam
View one record at a time	Select Browse and deselect Show Multiple in the Layout menu. (If Show Multiple is dimmed, deselect Page View in the View menu.)	Records: 9 — **Continent** South America, **Country** Uruguay
View the records as they will print on pages	Select Page View in the View menu.	Records: 9 Selected: 1 — **Continent** Europe, **Country** France; **Continent** Asia, **Country** Japan; **Continent** South America, **Country** Brazil

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Working with rows and columns in List

In the Help index,* see:
▸ List

List is a good way to see a lot of data at once. You see all the fields in your database in a compact columnar layout that works much like a ClarisWorks spreadsheet. To see your database in List, choose List from the Layout menu.

Fields are in columns

Records are in rows

Customer	Street	City	State	Postal
Adventure Books	100 Aspen	Durango	CO	99332
Book Cellar	23 State St.	Portland	OR	97201
Cooks and Books	45 First St.	Belmont	CA	94002
Equestrian Books	12 Main St.	Woodside	CA	94072
Treetop Books	23 Forest	Oakland	CA	94220

Viewing your database in List is similar to viewing your database in Browse—you can enter data, select, hide, or sort records, or create new ones. List also provides some additional benefits—you can resize or format the rows and columns and reorder the columns.

Selecting rows and columns

When you're in List, you can select a row or column with a single click. ClarisWorks highlights the selected area. Select multiple rows or columns when you want to resize or reformat several at once.

In the Help index,* see:
▸ List

To select	Do this	Example
One row	Click the area to the left of the first column.	Customer / Street Adventure Books / 100 Aspen Book Cellar / 23 State St.
Multiple rows	Drag the pointer in the area to the left of the first column.	Customer / Street Adventure Books / 100 Aspen Book Cellar / 23 State St. Cooks and Books / 45 First St. Equestrian Books / 12 Main St.
One column	Click the column header.	Customer / Street Adventure Books / 100 Aspen Book Cellar / 23 State St. Cooks and Books / 45 First St.
Multiple columns	Shift-click adjoining columns.	Customer / Street / City Adventure Books / 100 Aspen / Duran Book Cellar / 23 State St. / Portla Cooks and Books / 45 First St. / Belmo Equestrian Books / 12 Main St. / Wood

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To select	Do this	Example
Multiple fields	Drag the pointer across the fields. (If the first field in your selection is a pop-up menu or a checkbox field, press Option as you drag.)	Customer / Street / City Adventure Books / 100 Aspen / Dura Book Cellar / 23 State St. / Portl Cooks and Books / 45 First St. / Belm Equestrian Books / 12 Main St. / Wood

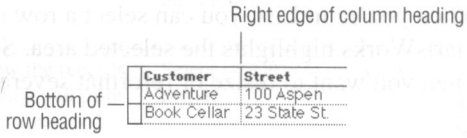
Resizing rows and columns

In the Help index,* see:

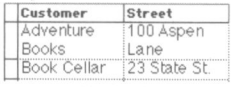
▸ List

When you first choose List, you see your data in rows and columns of uniform size. To see more data, resize the rows or columns.

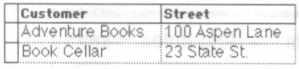
To resize rows and columns, start by moving the pointer to the bottom of the row heading or to the right edge of the column heading you want to resize. The pointer changes to a double arrow (↕ or ↔). (If your pointer looks different, move the cursor until it's directly over the row or column border.) Then drag the pointer to the right or down until the row or column is the size you want.



Before



Resized row



Resized columns

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Moving columns and formatting data

While you're in List, you can change a column's position or the appearance of data in a column or row.

In the Help index,* see:

- List

To	Do this	Example
Move a column	Move the pointer to the column heading. The pointer changes to a hollow double arrow ⇔. Drag the column to the new position.	Pointer State ⇔ Postal CO 99332 OR 97201 Before Postal State 99332 CO 97201 OR After
Change the format of a column of number, date, or time fields	Double-click the column heading, choose options in the Number Format dialog box, and click OK.	Street Postal State City 100 Aspen Lane 99332 CO Durang Number Format General Currency Commas Negatives in ()
Change the appearance of text in a column	Double-click the column heading and select options in the Text Style dialog box, or select the column and then choose from the Font, Style, Size, and Text Colour commands in the Format menu.	State ⇔ Postal CA 94002 CA 94062 CO 99332
Change the appearance of all the text fields in one or more rows	Select the rows, and then choose from the Font, Style, Size, and Text Colour commands in the Format menu. (Your changes won't affect number, date, or other non-text fields.)	Customer Street Adventure Books 100 Aspen Lane Book Cellar 23 State St. Cooks and Books 45 First St.

Note You can change the appearance of text in a column or row in one step by applying a style. See "Using styles" on page 9-1 for more information.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Selecting and hiding records

In the Help index,* see:

- status panel, databases

You can select and hide individual records or a range of records. Hidden records are not included in summary calculations and are not printed. The selection techniques shown here work in both Browse and List.

To	Do this	Example
Select a record	Click anywhere in the record, outside of a field.	Continent Asia Country Japan In Browse, click here — Continent Asia Country Vietnam In List, click here — Continent / Country: Asia / Japan; Asia / Vietnam
Select multiple records	Drag through the records you want to select, or select a record and then Shift-click another record to extend the selection.	Continent Asia Country Japan Continent Asia Country Vietnam Continent Europe Country France
Hide unselected records	Select the record(s) you don't want to hide, and then choose Hide Unselected from the Organise menu.	Before: Continent Asia, Country Japan; Continent Asia, Country Vietnam; Continent Europe, Country France After: Continent Asia, Country Japan; Continent Asia, Country Vietnam
Hide selected records	Select the record(s) you want to hide, and then choose Hide Selected from the Organise menu.	Before: Continent Asia, Country Japan; Continent Asia, Country Vietnam; Continent Europe, Country France After: Continent Europe, Country France; Continent North Amer, Country Canada; Continent South Ame, Country Brazil

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this	Example
Deselect records in a selection or select non-contiguous records	⌘-click the record.	Continent Asia Country Japan Continent Asia Country Vietnam Continent Europe Country France Continent North America Country Canada
Show all records	Choose Show All Records from the Organize menu.	Continent Asia Country Japan Continent Asia Country Vietnam Continent Europe Country France Continent North America Country Canada

Sorting records

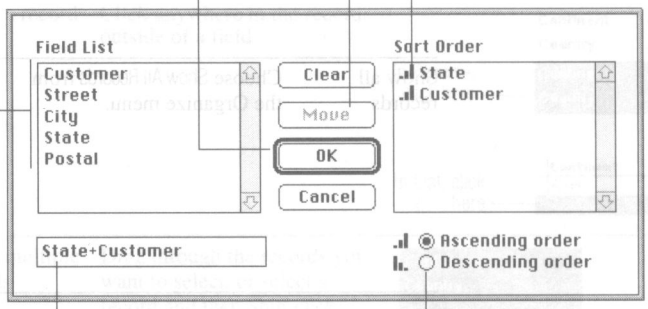
In the Help index,* see:

▸ records, sorting

You can sort records alphabetically or numerically based on the fields you specify. Hidden records are not sorted. You can also save a set of sort criteria (called a *named sort)* for reuse. Sort techniques work in both Browse and List.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To sort records and save the sort criteria, choose New Sort from the Sort pop-up menu. To sort records without saving the criteria, choose Sort Records from the Organise menu.



Treetop Books
23 Forest
Oakland CA 94220

Adventure Books
100 Aspen
Durango CO 99332

Book Cellar
23 State St.
Portland OR 97201

Records are sorted by State, then by Customer

Selecting a named sort

To	From the Sort pop-up menu, choose
Reuse a named sort	The named sort
Change the criteria for a named sort	Edit Sort. Select a named sort from the list and click Modify. Choose options for the new sort and click OK.
Rename a named sort	Edit Sort. Select a named sort from the list and click Modify. Type a new name and click OK.
Delete a named sort	Edit Sort. Select a named sort from the list, click Delete, and then click OK.

Note ClarisWorks sorts name fields (that is, fields whose type is Name) by the last, first, or other word in the field, depending on how you type the name. See "Entering data in fields" on page 8-13.

Finding information

You can find text in a ClarisWorks database as well as find or select records that match specific search criteria.

Finding text

In the Help index,* see:
▸ Find/Change command

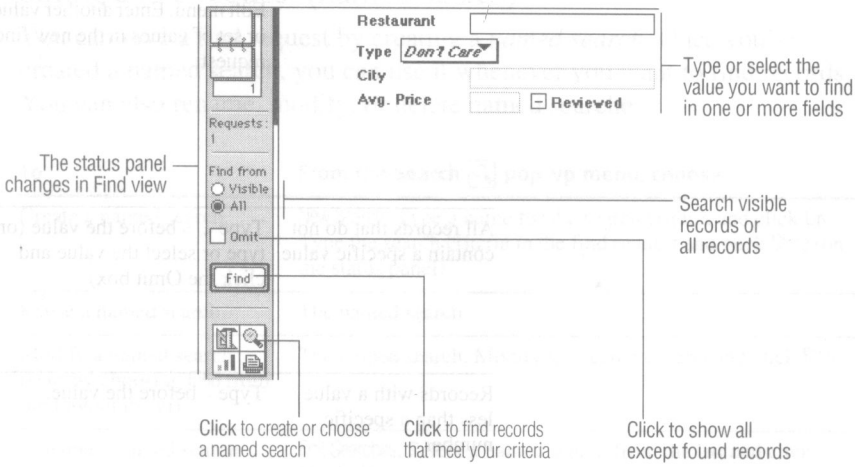
To find text within a field, choose Find/Change from the Edit menu. For more information about finding and changing text, see "Finding and changing text" on page 4-25.

Finding records with a find request

In the Help index,* see:
▸ find requests

There may be times when you want to view, update, or print a specific group of records. You can create a *find request* to find and display only the records that satisfy the search criteria that you set. After the search, ClarisWorks displays the results in Browse.

To create a find request, choose Find from the Layout menu, type or select the search criteria in the find request, and click Find.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To narrow your search, you can use relational operators (such as < and >), enter values in multiple fields, or require that a record meet *either* one set of search criteria *or* another. There are many ways to combine different search methods. The following table provides some common examples.

In the Help index,* see:

- New Request command
- operators

To find	Do this in the find request	Example
Only records that contain a specific value	Type or select the value.	Restaurant Type Italian City Avg. Price ☐ Reviewed **Finds the Italian restaurants**
Only records that contain a set of specific values	Type or select the set of values.	Restaurant Type Italian City Avg. Price ☒ Reviewed **Finds the Italian restaurants that have been reviewed**
All records that contain one or the other set of values	Type or select the first value or set of values and then choose New Request from the Edit menu. Enter another value or set of values in the new find request.	Restaurant Type Italian City Avg. Price ☐ Reviewed Restaurant Type Don't Care City Calistoga Avg. Price ☐ Reviewed **Finds the Italian restaurants and any restaurant in Calistoga**
All records that do not contain a specific value	Type < > before the value (or type or select the value and click the Omit box).	Restaurant Type Don't Care City <>Napa Avg. Price ☐ Reviewed **Finds all restaurants not in Napa**
Records with a value less than a specific number	Type < before the value.	Restaurant Type Don't Care City Avg. Price <10 ☐ Reviewed **Finds restaurants with average meal prices less than $10**

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

As you work with find requests, keep the following tips in mind:

- You can save and reuse a find request by creating a named search. See "Saving a find request (named search)" next, for more information.
- Pop-up menus, radio buttons, or checkbox fields are initially excluded from the find request. If you select a value for the find request and then change your mind, you can still exclude the value.

To exclude	Do this in the find request
Pop-up menu	Choose Don't Care.
Radio button	Click it again.
Checkbox field	Click the checkbox until you see a hyphen.

- When you sort, search for, or hide records, ClarisWorks renumbers the set of displayed records, beginning with 1 for the first record in the current set. To display all records in the database, choose Show All Records from the Organize menu.

Saving a find request (named search)

In the Help index,* see:
▸ named searches

You can save a find request by creating a *named search*. Once you've created a named search, you can use it whenever you want to find records. You can also rename, modify, or delete named searches.

To	From the Search pop-up menu, choose
Create a named search	New Search. Type a name for the search criteria and click OK. Type the search criteria in the find request and click Store (on the status panel)
Reuse a named search	The named search
Modify a named search (start by choosing Find from the Layout menu)	The named search. Modify the search criteria and click Store.
Rename a named search	Edit Searches. Select a named search from the list and click Modify. Type a new name and click OK.
Delete a named search	Edit Searches. Select a named search from the list, click Delete, and then click OK.

Selecting a named search

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Matching records

In the Help index,* see:

▸ Match Records command

For complex searches, use the Match Records feature in Browse or List.

Note When you *find* (search) records, ClarisWorks shows the records it finds and hides the rest. When you *match* records, ClarisWorks selects the matching records and leaves all other records in the document open on the screen. To work only with the matching records, hide the others by choosing Hide Unselected from the Organize menu.

To find matching records based on a formula, choose Match Records from the Organize menu. ClarisWorks selects records that match the criteria.

Important To search for specific text values, surround the values with double quotes.

To select records that contain	Do this	Example formula
A specific value	Click the field name, click the = operator, and then type the value in double quotes.	`'City'="Petaluma"` **Selects restaurants in Petaluma**
A specific value in a pop-up menu or radio button field	Click the NUMTOTEXT(number) function and then replace number by selecting it and clicking the field name. Click the = operator, and then type the value in double quotes.	`NUMTOTEXT('Type')="Italian"` **Selects the Italian restaurants**
A selected or deselected checkbox field	Click the field name and click the = operator. Then type `true` to find selected fields or `false` to find deselected fields.	`'Reviewed'=true` **Selects the reviewed restaurants**
A value that is more than one value and equal to or less than another value	Click the AND (logical1, logical2,...) function, and then replace logical1, logical2,... with the values you want, separating each with a comma.	`AND('Avg. Price'>5,'Avg. Price'<15)` **Finds the restaurants with meal prices more than $5 but less than $15**
A date that is later than the specified date	Click the field name, click the > operator, and then use the TEXTTODATE function to specify the date.	`'Date visited'>TEXTTODATE("12/31/94")` **Finds the restaurants visited in 1995**

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Working with layouts

When you work with a database in Browse, you see the fields arranged in a *layout*, an arrangement of fields, field labels, and other objects that determine the way data looks when it's displayed and printed.

ClarisWorks automatically creates the standard layout you see in Browse when you create a database. You can change the layout and create additional layouts for the same data, each one for a different purpose.

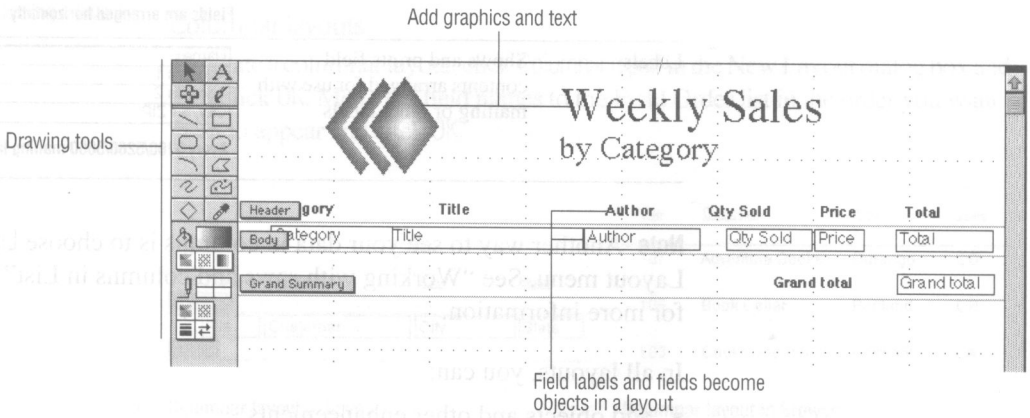
Understanding layouts

In the Help index,* see:

▸ Layout

You create and work with layouts in Layout. You can use all the drawing tools and commands available in ClarisWorks to design your layouts. You don't enter or edit data in Layout, so creating or changing a layout has no effect on the data in the database.

To edit the current database layout, choose Layout from the Layout menu.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

You can create five types of layouts.

Layout type	Description	Example
Standard	Contains all the fields you have created for the document, stacked vertically, in the order you created them	Name: Name Address 1: Address 1 Address 2: Address 2 City, ST ZIP: City, ST ZIP Field names to the left of each field
Duplicate	Creates a copy of the layout you're currently using when you choose New Layout	
Blank	Contains no fields. You add the fields you want using the Insert Field and Insert Part commands in the Layout menu.	Body Insert the fields and arrange them manually
Columnar report	Shows and prints fields in columns	Header: Name, Address 1 Body: Name, Address 1 Fields are arranged horizontally
Labels	Shows and prints field contents arranged for use with mailing or other labels	Name Address 1 Address 2 City, ST ZIP Avery 5160/5260/5660 mailing label format

Note Another way to see your data in columns is to choose List from the Layout menu. See "Working with rows and columns in List" on page 8-17 for more information.

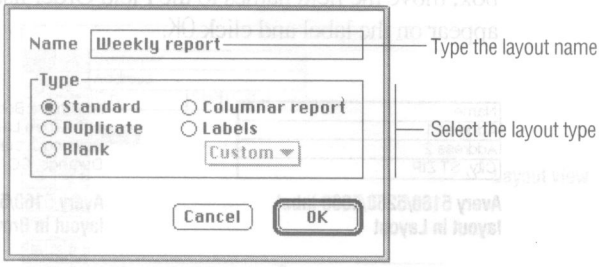
In all layouts, you can:

- add objects and other enhancements
- add, rearrange, or delete fields
- change the appearance of text
- change the format of numbers, dates, and times
- change the appearance of pop-up menus, radio buttons, and checkboxes
- add layout parts to organise and summarise data (see "Presenting and summarising data with parts" on page 8-34).

Creating a layout

In the Help index,* see:
- New Layout command

To create a layout, choose New Layout from the Layout menu or from the Layout pop-up menu.

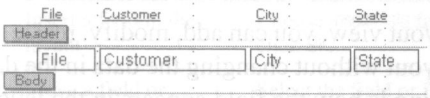


Selecting a layout

New layout names are added to the bottom of the Layout menu and to the bottom of the Layout pop-up menu. You can quickly change the layout of your data in Browse by selecting a different layout name from either menu.

Columnar layouts

To create a columnar layout, click Columnar report in the New Layout dialog box and then click OK. Move the field names to the Field Order list in the order you want them to appear and click OK.



Columnar layout in Layout

File	Customer	City	State
107	Adventure Books	Durango	CO
106	Book Cellar	Portland	OR
103	Cooks and Books	Belmont	CA

Columnar layout in Browse

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the Help index,* see:

- label layouts

Label layouts

To create a label layout, click Labels in the New Layout dialog box, choose a label from the pop-up menu, and then click OK. (If you choose Custom, you need to specify the size and number of the labels on the page.) In the Set Field Order dialog box, move the field names to the Field Order list in the order you want them to appear on the label and click OK.

Name
Address 1
Address 2
City, ST ZIP

Avery 5160/5260/5660 label layout in Layout

Adventure Books
100 Aspen Lane
Building 2, suite 300
Durango, CO 99332

Avery 5160/5260/5660 label layout in Browse

Avery 5160/5260/5660 are the most common label sizes used for shipping and postal service mailers.

Tip To create labels quickly, create your database and then use the Create Labels Assistant. From the ? menu, choose ClarisWorks Assistants, select a category from the pop-up menu, choose Create Labels, and then click OK.

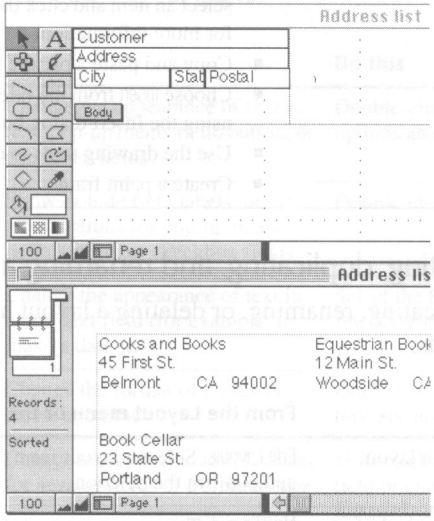
Editing a layout

To change the arrangement and appearance of data, you must be in Layout view. Fields and field labels appear as objects, and you can use the tool panel to make changes.

In Layout view, you can add, modify, resize, or move a field or field label in the layout without changing the data in the database. The only thing you are changing is how the field appears in the layout.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Tip When you work in Layout, it's often convenient to use two views of the document, one in Layout and the other in Browse, to see immediately how your changes look. Choose New View, and then Tile Windows from the View menu (see "Arranging windows" on page 3-3).



Layout view

Browse view (Page View on)

You control the appearance of your data in Layout view.

In the Help index,* see:

- fields, arranging
- layouts, editing

To	Do this
Insert a field in the layout	Choose Insert Field from the Layout menu, select a field, and click OK.
Move a field or field name	Select the field or field name and drag it to a new location.
Resize a field or field name	Select the field or field name and drag a handle.
Align fields and field names	Hold down the Shift key, select the fields and field names you want to align, and then choose Align Objects from the Arrange menu.
Add text to the layout	Select the text tool [A], click in the document, and then type the text. Text added to the Header part appears only once; text added to the Body part is repeated with each record.

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this
Add a picture	Use one of these methods: ■ Choose Library from the File menu and then choose Open. Navigate to the ClarisWorks Libraries folder, select a library from the scrolling list and then click Open. In the library palette, select an item and click Use. See "Using libraries" on page 3-14 for more information. ■ Copy and paste a picture from another document. ■ Choose Insert from the File menu and then select the picture file using the Insert dialog box. ■ Use the drawing tools to draw directly in the layout. ■ Create a paint frame.

Deleting, duplicating, and renaming a layout

Duplicating, renaming, or deleting a layout has no effect on the data in your records.

To	From the Layout menu or the Layout pop-up menu, choose
Delete a layout	Edit Layouts. Select a layout from the Current Layouts list, click Delete and confirm the deletion.
Duplicate a layout	New Layout. Type a new name, select Duplicate, and then click OK.
Rename a layout	Edit Layouts. Select a layout from the Current Layouts list, and then click Modify. Type a new name and then click OK.

In the Help index,* see:

- duplicate layout
- Edit Layouts command
- layouts, deleting

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Changing the appearance of data

While in Layout, you can change the way text, numbers, dates, and times appear in Browse and List and when you print. You can work with layouts as they are or change them to suit specific purposes. Start by choosing Layout from the Layout menu.

In the Help index,* see:

- editing text
- fields, formatting

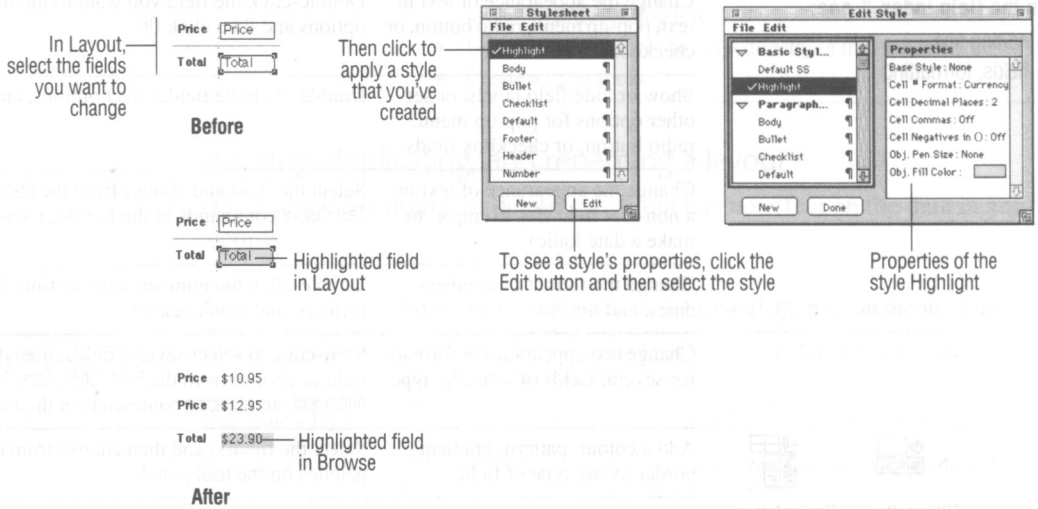
To	Do this
Change the appearance of text in text, pop-up menu, radio button, or checkbox fields	Double-click the field you want to modify. Select options and then click OK.
Show or hide field labels, or set other options for pop-up menu, radio button, or checkbox fields	Double-click the field, select options, and then click OK.
Change the appearance of text in a non-text field (for example, to make a date italic)	Select the field and choose from the Font, Style, Size, and Text Colour commands in the Format menu.
Change the format of numbers, dates, and times	Double-click the number, date, or time field, select formats, and then click OK.
Change text appearance or formats for several fields of a similar type	Shift-click to select several fields, then double-click a field or choose from the Font, Style, Size, Text Colour, Alignment, and Spacing commands in the Format menu.
Add a colour, pattern, gradient, or border to any type of field	Select the field(s) and then choose from the fill and pen palettes on the tool panel.

Fill palettes

Pen palettes

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Note You can use the stylesheet palette to create *styles*, combinations of formatting information. Then you can apply the style to change a field's format in one step. For example, if you create a style called *Highlight*, you can apply it to selected fields (objects) when you're working in Layout. When you change a style, all the fields with the same style also change. See "Using styles" on page 9-1 for information on using styles in database documents.



Presenting and summarizing data with parts

In the Help index,* see:

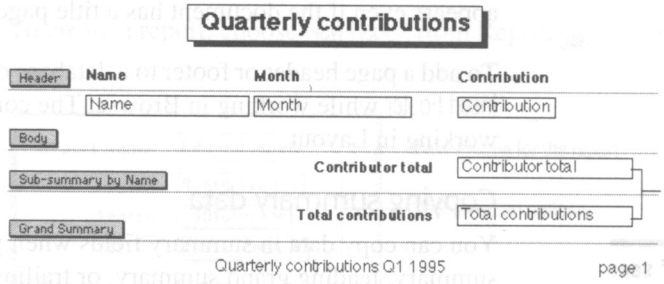
- layout parts
- summary parts

You use database parts to present and summarize data on the screen and when printed. A standard layout has one part, a body, which contains the data from all current records. Other parts you can add are a header, sub-summaries, grand summaries (leading and trailing), and a footer.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

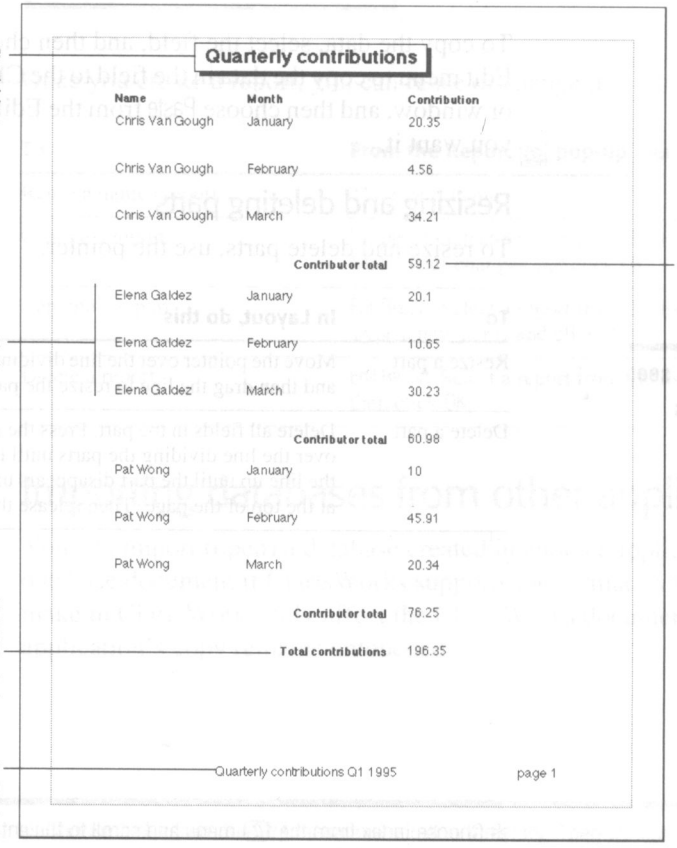
To insert a layout part, first choose Layout from the Layout menu. Then, choose Insert Part from the Layout menu, and select the part you want to add.

Parts in Layout



Summary fields are defined with the formula =SUM('Contribution')

Parts in Browse



A header part repeats information above the data on every page of a layout in a database document. You can place text or pictures here.

The body part contains the data from individual records

A sub-summary part contains one or more summary fields that summarize data in a group of sorted records. It does not appear unless records are sorted by the field it summarizes (the Name field in this example).

A grand summary contains one or more summary fields that summarize data in all records in a document. A leading grand summary goes above the information, and a trailing grand summary goes below.

A footer part repeats information below the data on every page of a layout in a database document. You can place text or pictures in a footer part.

Note A header or footer *part* differs from a *page* header or footer. A page header or footer is text or pictures that appears at the top or bottom of a page in any ClarisWorks document (except communications). It appears on every page of a document, unless you create a title page using the Document command. A header or footer part works only in database documents and appears even if the document has a title page.

To add a page header or footer to a database document, choose Insert Header or Insert Footer while working in Browse. The command is not available while working in Layout.

Copying summary data

In the Help index,* see:
▸ Copy Summaries command

You can copy data in summary fields when you're in page view and a sub-summary, leading grand summary, or trailing grand summary exists. For example, you could copy values from summary fields into a spreadsheet and *then display a bar chart using those values.*

To copy the data, select the field, and then choose Copy Summaries from the Edit menu to copy the data in the field to the Clipboard. Open the application or window, and then choose Paste from the Edit menu to paste the data where you want it.

Resizing and deleting parts

To resize and delete parts, use the pointer.

In the Help index,* see:
▸ resizing layout parts

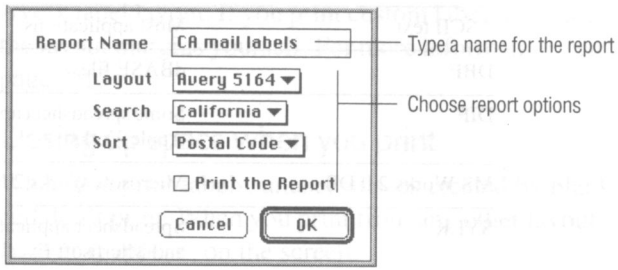
To	In Layout, do this
Resize a part	Move the pointer over the line dividing the parts until it looks like this ÷, and then drag the line to resize the part area.
Delete a part	Delete all fields in the part. Press the mouse button and move the pointer over the line dividing the parts until the pointer looks like this ÷. Drag the line up until the part disappears under the part above it or disappears at the top of the page. Then release the mouse button.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Creating reports

You can create reports that find and reorder records and print the result. For example, you might want to set up a report to print the California addresses in your database on Avery 5164 mailing labels.

To create a report, choose New Report from Report pop-up menu.



In the Help index,* see:

▸ reports

Once you create a report, you can reuse or change it.

To	From the Report pop-up menu, choose
Reuse a named report	The report name
Change a report	Edit Report. Select a report from the list and click Modify. Make your changes and click OK.
Rename a report	Edit Report. Select a report from the list and click Modify. Type a new name and click OK.
Delete a report	Edit Report. Select a report from the list, click Delete and then click OK.

Selecting a report

Importing databases from other applications

In the Help index,* see:

▸ importing

You can import (open) a database created in another application as a database document if ClarisWorks supports the format. Any changes you make in ClarisWorks only affect the ClarisWorks document—the other application's copy remains untouched.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To import the database, choose Open from the File menu, choose Database from the Document Type pop-up menu, and then choose a file format from the File Type pop-up menu. See onscreen Help for more information.

ClarisWorks supports these formats:

Supported format	Used by
AppleWorks DB	AppleWorks
ASCII text	Most applications
DBF	dBASE files
DIF	Some spreadsheet applications, database applications, and AppleWorks
MS Works 2.0 DB	Microsoft Works 2.0
SYLK	Spreadsheet applications such as Claris Resolve, Wingz, and Microsoft Excel

Inserting data from other applications

In the Help index,* see:

▸ Insert command

You can insert a database created in another application into an existing ClarisWorks document if ClarisWorks supports the format.

The process for inserting a database requires that you specify the specific fields you want to insert and the fields in the ClarisWorks database document that will receive the data. See onscreen Help for more information.

Important You should make a backup copy of your ClarisWorks database document before you insert a database from another application.

Printing a database document

You print a database document in Browse, List, or Layout. In Browse, the Print dialog box gives you the option of printing the current record or all visible records.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Printing labels

In the Help index,* see:
- mailing labels

You can print labels on continuous sheets or on individual sheets of label stock. Before printing labels on label stock, make one or more trial printouts on plain paper to make sure the spacing is correct and that all the text prints within the label boundaries. You may have to make the fields in the layout slightly smaller to fit within the label.

ClarisWorks sets the layout margins automatically when you use a preset Avery label layout. If you print custom labels on a laser printer, you must set the layout margins yourself. For more information, see "Setting margins" on page 3-13.

Closing up space when you print

In the Help index,* see:
- printing labels

When you print labels, unused spaces created by blank fields are closed up and don't print. When you print from any other layout, field data is preset to print as it appears on the screen.

To change the layout of the data when it prints, choose Edit Layouts from the Layout menu. Select a layout from the Current Layouts list, and click Modify. In the Layout Info dialog box, select the settings you want, and then click OK. You can control the number of columns and close up unused spaces to the left of or above fields. Your settings apply to the entire layout, not to just the selected fields.

So that space closes as you intended, make sure that:

- fields don't touch each other
- you align fields first (select the objects you want to align and then choose Align Objects from the Arrange menu)
- fields you want to close up are the exact same size

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Chapter 9: Beyond the basics

Use the features covered in this chapter to help you make the most of ClarisWorks. With these features, you can combine different document types, make presentations, automate the way you work, and easily share data with other documents and applications.

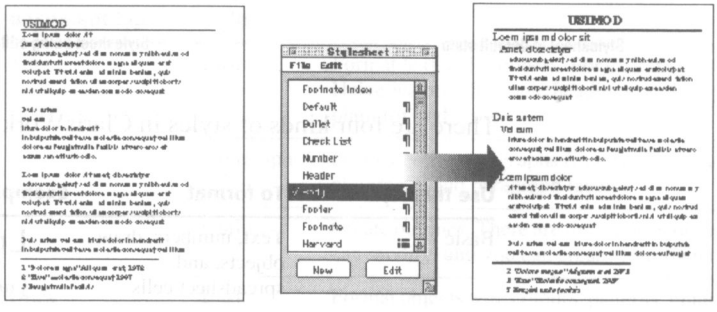
This chapter gives instructions for using styles, frames, master pages, the slide show, QuickTime movies, mail merge, electronic mail, shortcuts and macros, and Publish & Subscribe. All features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

Using styles

In the Help index,* see:

- styles, described

Documents often use different elements with consistent formats, such as chapter headings and subheadings, tables, and draw objects. To ensure uniformity and to save time in formatting these elements, you can create custom *styles* that store your formatting settings. Or, apply the preset styles that come with the ClarisWorks stylesheet palette. If you change your mind about the formatting in your document, you can edit styles once and have the formatting change throughout the document. You can also transfer custom styles between documents.



Before **After**

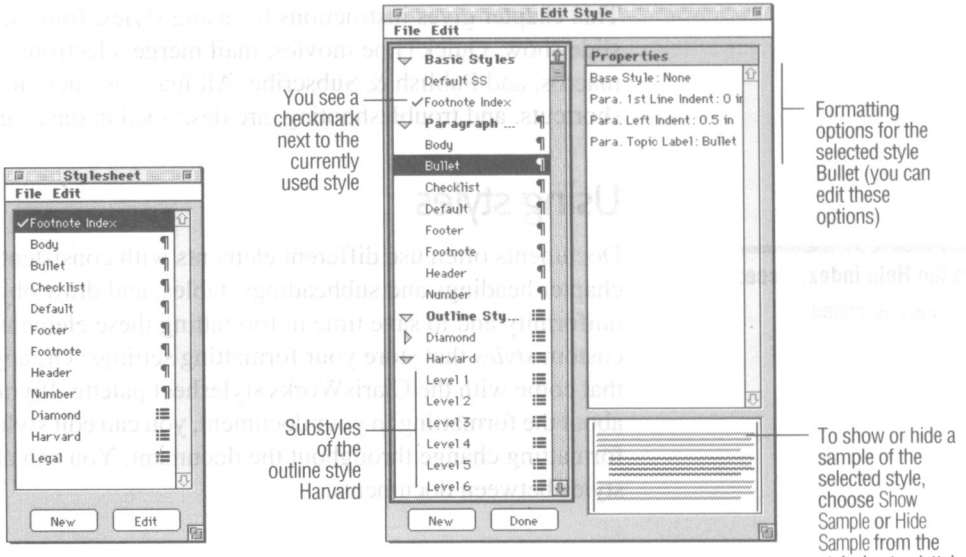
* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

About styles

In the Help index,* see:

▸ styles, described

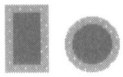
Styles are collections of formatting information stored on the stylesheet palette. You use the stylesheet palette to create, edit, and apply styles. Some style types are more complex than others. For example, outline and table styles contain a series of *substyles* with their own set of *properties* (formatting options).



Stylesheet in default state

Stylesheet being edited

There are four kinds of styles in ClarisWorks:

Use this style	To format	Example(s)
Basic	Text, numbers, draw objects, and spreadsheet cells	Lorem Lorem Lorem **Basic text styles**  **Basic object styles**

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Use this style	To format	Example(s)
Paragraph	Entire paragraphs (line spacing, alignment, indents, tabs, and paragraph labels)	**Lorem ipsum** • Dolor sit amet, consectetuer adipiscing • Nibh euismod tincidunt ut laoreet dolore magna.
Outline	Paragraphs as outlines	**Lorem ipsum** I. Dolor sit amet A. Consectetuer B. Adipiscing elit sed II. Nibh euismod
Table	A range of cells in a spreadsheet	

	A	B
1	Lorem	Ipsum
2	$97.20	$88.90
3	$33.00	$100.00
4	$67.12	$44.00
5	$88.00	$87.00
6	$285.32	$319.90
7		

Styles in documents and frames

You can use styles in every document type except communications. You can also use styles in frames.

In the Help index,* see:

▸ styles in documents

In this document type	Use this style	To
Text	Basic	Format text and numbers. For example, use 18-point, Helvetica bold for topic headings, and 12-point, Times plain for body text.
	Paragraph	Format entire paragraphs (indents, line spacing, alignment, and paragraph labels)
	Outline	Create outlines. There are three preset outline styles you can modify, and you can create your own outline styles.
Draw	Basic	Format objects with colours, patterns, gradients, and pen widths
Paint	Basic	Reset the fill and pen palettes to set attributes for the next image you paint, or reset text attributes for the next text you type with the text tool

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In this document type	Use this style	To
Spreadsheet	Basic	Format individual cells with combinations of font, size, style, alignment, background colour, borders, and date, time, and number formats
	Table	Format a selected range of cells with varying fonts, font sizes, styles, alignment options, background colours, borders, and date, time, and number formats
Database	Basic	Format text and objects in Layout, rows and columns in List, and text in text fields in Browse
	Paragraph	Format fields in Layout, and columns in List

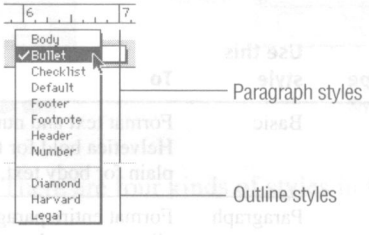
Applying a style

In the Help index,* see:

▸ styles, using

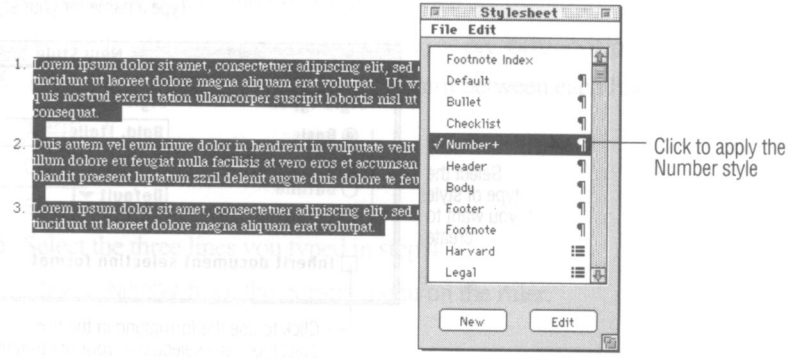
Use the text ruler to apply paragraph and outline styles. Use the stylesheet palette to apply any style.

To apply a style using the text ruler, place the insertion point in a paragraph and choose a style from the pop-up menu. To apply a style to several paragraphs, select the paragraphs and then choose a style. If you select a style before typing, the next text you type uses the selected style.



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To apply a style using the stylesheet palette, choose Show Styles from the View menu. Then, click in a paragraph or select the text, objects, or spreadsheet cells that you want to apply the style to, and select a style on the stylesheet palette.



Selected paragraphs

If nothing is selected when you click a style name, the style you selected is used for the next text you type, object you draw, or spreadsheet cell you modify.

Creating a style

In the Help index,* see:
▸ styles, using

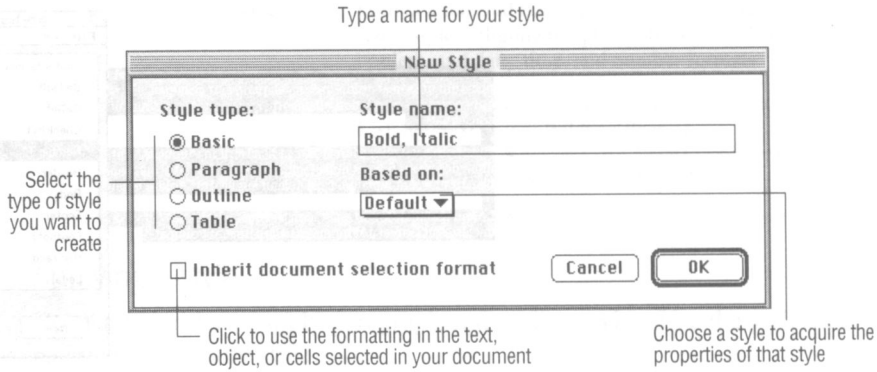
You can create your own basic, paragraph, outline, and table styles in any document type. However, if you create a style that can't be used in the current document type, you won't see the style in the stylesheet palette until you open the appropriate document type.

You create a custom style by collecting formatting information from any of the following:

- an element in a text, draw, or spreadsheet document (such as text or objects)
- a style that is already on the stylesheet palette
- the document controls you'd normally use to format text and objects (such as the tools, palettes, ruler controls, and menu commands)

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To add a custom style to the stylesheet palette, choose Show Styles from the View menu to show the stylesheet palette. Then click the New button on the stylesheet palette. In the New Style dialog box, set the options you want and click OK.



In the Help index,* see:
▸ styles, editing

Note If you choose Default from the Based on pop-up menu in the New Style dialog box, the style you're creating contains many preset formatting options (such as Helvetica, 12-point, plain). Choose None from the Based on pop-up menu if you don't want the new style to assume any preset formatting options. For more information, see onscreen Help.

You see the pointer for editing styles when you exit the New Style dialog box (unless you selected Inherit document selection format). If you want to edit the style now, see "Editing styles" on page 9-9. If you don't want to edit the style, click Done on the stylesheet palette.

Turning off a style

In the Help index,* see:
▸ styles, using

Once you apply a style, you can restore the text, objects, or cells to their original state by choosing Unapply Style from the Edit menu on the stylesheet palette. (The name of the command varies depending on the style you applied.)

Example—applying and creating styles

In this example, you type some text and format it with three styles, including two custom styles you add to the stylesheet palette. You also remove a style from some text in your document.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Part 1: Type some text and apply a preset style

1. Open a new word processing document.

   If you need help, see "Starting ClarisWorks" on page 2-1.

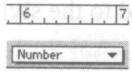
2. Type `Camping Supplies`, and press Return three times.
3. Type the next line, and press Return twice.

   `Be sure to bring these things on our camping trip:`

4. Type the next three lines, pressing Return between each line.

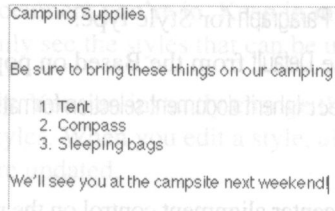
   `Tent`
   `Compass`
   `Sleeping bags`

5. Select the three lines you typed in step 4.
6. Choose Number from the pop-up menu on the ruler.



7. Place the insertion point at the end of the third numbered item, and press Return twice.
8. Choose Default from the pop-up menu on the ruler.
9. For the last line, type `We'll see you at the campsite next weekend!`

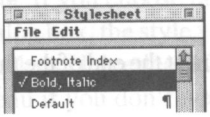
   Your letter should look like this:



Part 2: Add a basic style to the stylesheet palette

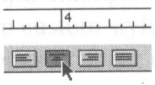
1. Choose Show Styles from the View menu.
2. Click the New button on the stylesheet palette.
3. In the New Style dialog box, type `Bold, Italic` in the Style name box.
4. Set the following options in the New Style dialog box:
   - Select Basic for Style type.
   - Choose Default from the Based on pop-up menu.
   - Deselect Inherit document selection format.
5. Click OK.
6. Choose Bold from the Style menu at the top of the screen.
7. Choose Italic from the Style menu at the top of the screen.
8. Click Done on the stylesheet palette.

   The new basic style is added to the stylesheet palette.



Part 3: Add a paragraph style to the stylesheet palette

1. Click the New button on the stylesheet palette.
2. In the New Style dialog box, type `Centered Heading` in the Style name box.
3. Set the following options in the New Style dialog box:
   - Select Paragraph for Style type.
   - Choose Default from the Based on pop-up menu.
   - Deselect Inherit document selection format.
4. Click OK.
5. Click the center alignment control on the ruler.



6. Choose Bold from the Style menu at the top of the screen.

7. Choose 18-point from the Size menu at the top of the screen.
8. Click Done on the stylesheet palette.

   The new paragraph style is added to the stylesheet palette.

Part 4: Apply the new styles to your document

1. Select the words `Camping Supplies`.
2. Click Centered Heading on the stylesheet palette.
3. Select the words `at the campsite`.
4. Click Bold, Italic on the stylesheet palette.

   Your letter should now look like this:

Camping Supplies

Be sure to bring these things on our camping trip:

1. Tent
2. Compass
3. Sleeping bags

We'll see you ***at the campsite*** next weekend!

Part 5: Remove a style

1. Select the words `at the campsite`.
2. Choose Unapply Bold, Italic from the Edit menu on the stylesheet palette.

Editing styles

In the Help index,* see:

▸ styles, editing

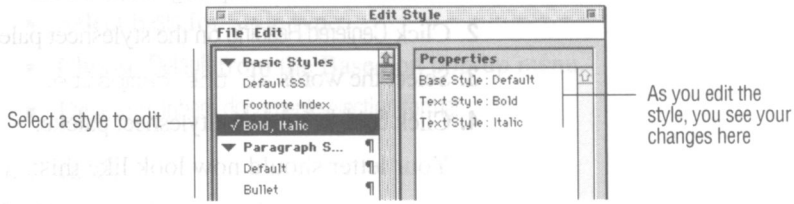
You can edit any style on the stylesheet palette, regardless of the type of document you're in. Keep in mind that when you're done editing, you can only see the styles that can be used in the current document type.

Tip You can instantly change the format of an entire document by editing styles. When you edit a style, all the text, objects, or cells that use that style are updated.

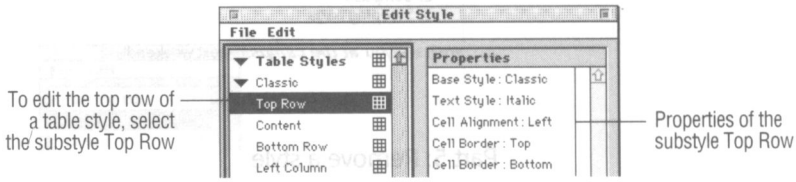
You can change a style's properties, change the style on which the current style is based, or rename the style. To show the stylesheet palette, choose Show Styles from the View menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To edit a style, click the Edit button on the stylesheet palette and select a style or substyle from the scrolling list on the left. Then, use the document controls you'd normally use to format text and objects (such as the tools, palettes, ruler controls, and menu commands). As you're editing the style, the pointer looks like .



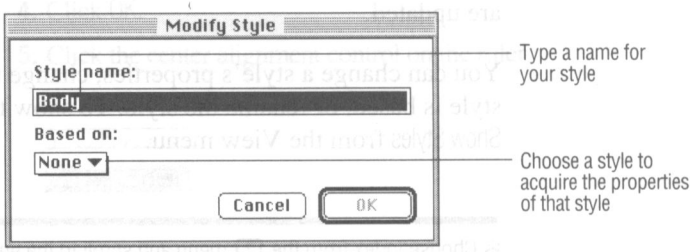
Note If you're editing an outline or table style, select each substyle you want to edit before choosing any commands or clicking controls.



Important If you click in the document or select a non-formatting menu command, you can no longer edit the style. If this happens, click the Edit button on the stylesheet palette.

When you are finished editing the style, click Done.

To change the name of a style, or to change the style on which a style is based, choose Modify Style from the Edit menu on the stylesheet palette.



Copying, pasting, and deleting styles and properties

In the Help index,* see:
▸ styles, editing

Use the Cut, Copy, Paste, and Clear commands in the stylesheet palette's Edit menu to duplicate and delete styles, and move them between documents. You can also cut or copy properties and move them to another style.

To	Click the Edit button on the stylesheet palette, select a style, and then
Cut, copy, and paste styles	Choose Cut Style or Copy Style from the stylesheet palette's Edit menu. To paste a style, choose Paste Style from the stylesheet palette's Edit menu. If the style you're pasting has the same name as another style on the palette, you see a dialog box. Type a new name for the style and click Rename, click Replace to replace the style with the new style, or click Cancel if you don't want to paste the style.
Delete a style	Choose Clear Style from the stylesheet palette's Edit menu. (You cannot delete a style that is in use.)
Cut, copy, or delete properties	Select one or more properties. Then, choose Cut Properties, Copy Properties, or Clear Properties from the stylesheet palette's Edit menu.
Paste properties	Click in the Properties box. Then, choose Paste Properties from the stylesheet palette's Edit menu.

Importing and exporting styles

You can export all or some of the styles on a stylesheet palette to a separate file on disk, and import them into other documents. This is useful if you want to reuse your favorite styles in other documents, or establish formatting standards for everyone in your organization to use and share. To import or export styles, choose Show Styles from the View menu to show the stylesheet palette.

In the Help index,* see:
▸ styles, using

To	Do this
Export styles to a file on disk	Choose Export Styles from the stylesheet palette's File menu. In the Select Styles To Export dialog box, check off the styles you want to export and click OK. Then type a name and select a location for the export file, and click Save.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To	Do this
Import files that were saved on disk	Choose Import Styles from the stylesheet palette's File menu, select a file containing exported style information, and click Open. In the Select Styles To Import dialog box, check off the styles you want to import, and click OK. If a style you selected has the same name as a style in the current document, you see a dialog box. Type a new name for the style and click Rename, click Skip if you don't want to import that style, click Replace to replace the style on the palette with the imported style, or click Cancel if you don't want to import the style.

Creating a slide presentation

In the Help index,* see:

- Edit Master Page command
- settings, documents
- slide shows, creating

You can set up and run a slide presentation from ClarisWorks. You use the ClarisWorks application as the slide projector, the pages of a ClarisWorks document as the slides, and your computer monitor as the screen.

In a ClarisWorks presentation you can:

- set an automatic time advance for the slides
- use a fade transition between slides
- include QuickTime movies
- show the same series of slides repeatedly
- add a background using a master page

Creating the slides

To create slides, open or create a document. You can make a presentation from any document type except communications.

In a word processing document, the number of slides matches the number of pages. For all other document types, you need to set the number of slides you want to include in your presentation.

For this type of document	Do this
Draw	Choose Document from the Format menu and enter the number of pages (one page per slide) across and down. The slide show is preset to run across first and then down.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

For this type of document	Do this
Paint	Choose Document from the Format menu and enter the number of pixels (72 to an inch) across and down. Larger paintings may appear on multiple slides.
Spreadsheet	Choose Document from the Format menu and enter the number of columns across and rows down. With the preset column width and row height, a single page (slide) contains 7 columns across and 50 rows down. Larger spreadsheets may appear on multiple slides.
Database	Set up a layout that displays one record per page (slide)—one record does not automatically equal one slide.

Enter the information you want on each page. To see what appears on each slide, choose Page View from the View menu.

Setting up the slides

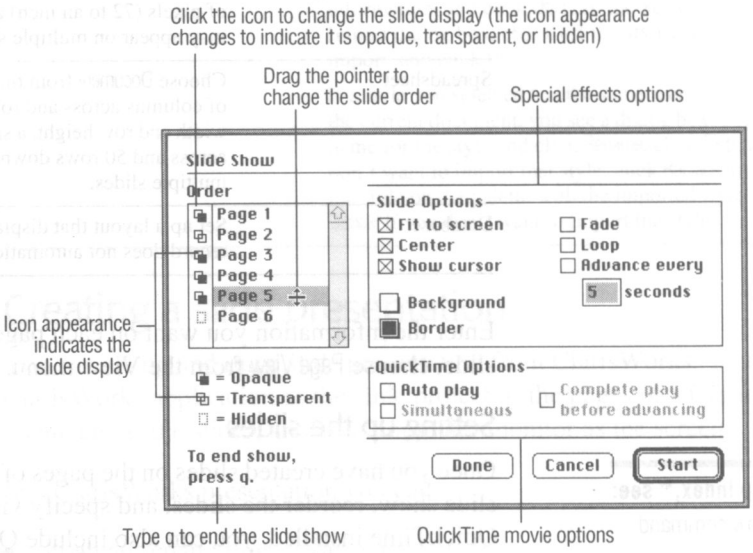
In the Help index,* see:

▸ Slide Show command

Once you have created slides on the pages of a document, you can set up the slide show, reorder the slides, and specify visual effects. If you have QuickTime installed, you can also include QuickTime movies in the slide show. To run a slide show using the preset options, skip to "Showing the slides" on page 9-15.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To set slide options, choose Slide Show from the View menu. In the Slide Show dialog box, change options to customise your slide show and click Done.



Select	To do this
Fit to screen	Fit the entire slide within the boundaries of the screen.
Center	Center the slide vertically and horizontally within the screen.
Show cursor	Show the arrow pointer during the slide show. You can move the pointer around when each slide is displayed.
Background	Select the background colour for the slide.
Border	Select the colour displayed around the slide.
Fade	Make the slide fade in and out when it is displayed.
Loop	Repeat the slide show continuously until you stop it by pressing q.
Advance every (number) seconds	Automatically advance to the next slide after the specified number of seconds.
Auto play	Make a QuickTime movie play automatically when it is displayed on a slide.
Simultaneous	Make all movies play simultaneously when Auto play is selected and more than one movie appears on a slide.
Complete play before advancing	Display the current slide until the movie has finished.

Showing the slides

In the Help index,* see:
- slide shows, running

To show your slide presentation, choose Slide Show from the View menu. In the Slide Show dialog box, click Start.

Tip Press Option as you choose Slide Show to bypass the Slide Show dialog box and go directly into the slide show.

The slide show runs with the options set in the Slide Show dialog box. (See "Setting up the slides" on page 9-13.) When you are finished with the slide show, click Done to save any settings you changed or click Cancel to restore the original settings.

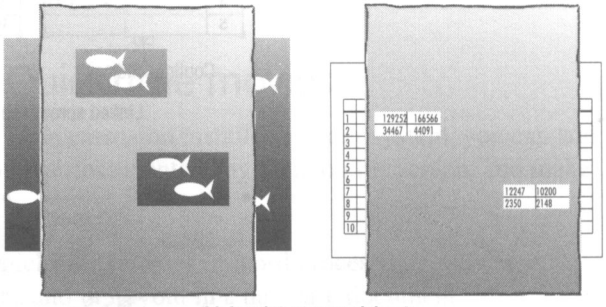
To stop the slide show at any time, press q.

Linking frames

In the Help index,* see:
- layering information
- linking frames

You can link a series of text, paint, or spreadsheet frames to break up information that's normally confined to one area of a document. You can then move and resize frames to control the layout of your document.

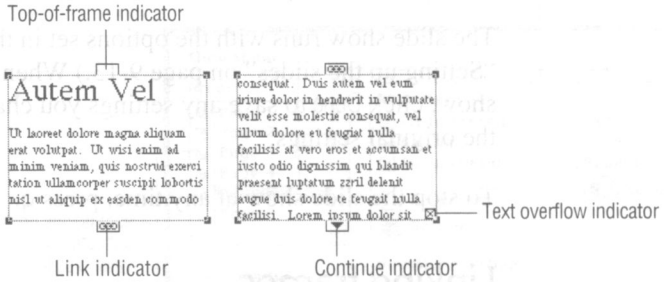
Link text frames for complex page layouts



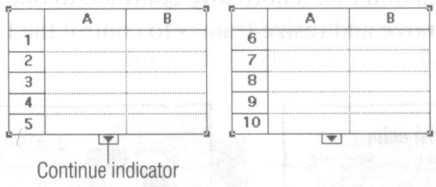
Link paint or spreadsheet frames to show parts of a painting or spreadsheet

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

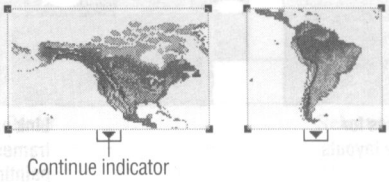
When you create linked frames, you see *indicators* that provide information about the frames. A *link indicator* shows that the frame is linked to another frame. Anything you type, paste, or paint into the first frame continues into the next frame. A *continue indicator* shows that the frame contents extend beyond the last frame.



Linked text frames



Linked spreadsheet frames



Linked paint frames

In the Help index,* see:

- frames, formatting
- linking frames

When you create linked frames, keep in mind the following:

- You can create linked frames in a word processing, spreadsheet, draw, or database (in Layout) document but you can't link frames in a paint document.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

- You can link frames of the same type, but you can't link frames of different types. For example, you can't link a text frame to a spreadsheet frame.
- You can link an existing frame to a new frame you create, but you can't link two existing frames to each other.

To link frames, select the arrow pointer from the tool panel (if you don't see the tool panel, choose Show Tools from the View menu.) Then choose Frame Links from the Options menu. Select the text, spreadsheet, or paint tool from the tool panel and drag the pointer to draw a frame. Click once outside the frame. (To draw a text frame in a word processing document or a spreadsheet frame in a spreadsheet document, press Option while you draw the frame.)

Click the continue indicator and then draw the next frame. After you draw the frames, you can resize them, enter and edit information in them, and arrange the linked frames in your document.

Viewing empty frames Empty linked text frames do not show when you are adding new ones. You can add a border by selecting the frame and choosing a width from the pen width palette.

Working with QuickTime movies

In the Help index,* see:
▸ movies

If you have the QuickTime extension installed in your system, you can add QuickTime movies to your documents, play them on the screen, and make simple changes.

You can work with QuickTime movies in word processing, draw, and spreadsheet documents, and in Layout in a database document.

Adding a movie to a document

You can import, insert, or paste a movie into any document type except communications. See "Importing and exporting documents" on page 2-13 for more information.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

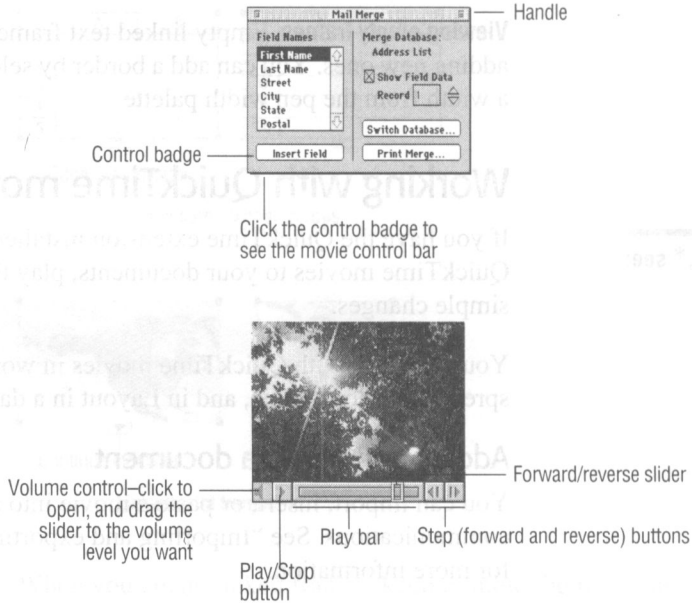
Note In a word processing document, the movie control bar is not available when the movie has been inserted or pasted as an anchored picture in a line of text. To play a movie inserted this way, double-click the movie frame. To stop the movie, single-click the movie frame. To make the movie control bar available in a word processing document, insert the movie as an object (select the arrow pointer, and choose Insert from the File menu).

Setting movie options

You can control how a movie plays in a ClarisWorks document by clicking the movie object so it appears with handles and choosing Movie Info from the Options menu.

Playing a movie

Use the movie control bar to play a QuickTime movie from beginning to end, in segments, or only a selected part. You can also play a movie at different rates of speed.



Movie control bar

Editing a movie

In the Help index,* see:
- movies

You can cut, copy, paste, or delete parts of a movie. You can also create additional movies by making a selection, cutting or copying it, and pasting it as an object in the document. For information about how to edit a movie, see onscreen Help.

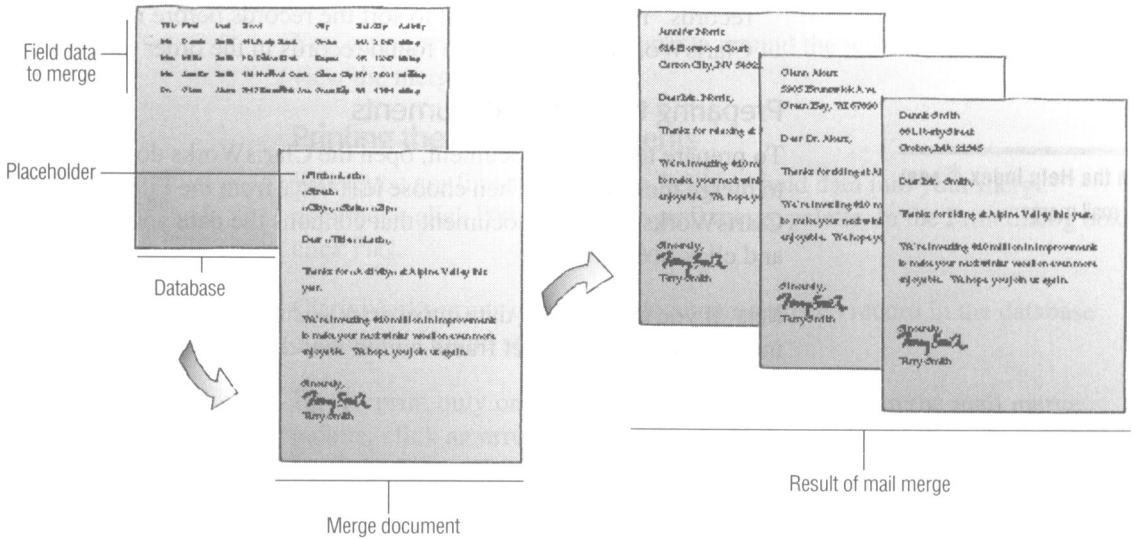
Merging data into documents (mail merge)

In the Help index,* see:
- found set
- mail merge

You can insert information from a database document into another document or frame by performing a *mail merge*.

You can merge a database document with:

- a word processing document, to create a form letter that includes personalised information for each recipient (for example, "Dear Chris" instead of "Dear Customer")
- a spreadsheet document or frame, to create a report that's easy to update or to include a price list in a brochure
- a text frame, to print an envelope or a label (See "Addressing envelopes" on page 9-22)



* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To merge data, follow these general steps:

1. Set up a database. You can have a database of names and addresses, items and prices, clients and facts about them, or any other categories of information you want to merge with text. Be sure to save the database. Mail merge only works with database documents that are saved to disk.
2. Prepare a merge document or frame. Enter the text that is common to all the printed documents in a document or frame, and then enter field variables where you want to insert information from the database.
3. Print the merge document with the database information inserted.

Each of these steps is described in the following sections.

Setting up the database

In the Help index,* see:
- database documents
- found set
- Sort Records command

You can use data from an existing ClarisWorks database document, or create a new database document. Keep the following in mind:

- Determine how the data will appear in the merge document and define the database fields accordingly. For example, to create a form letter with a salutation that includes a person's first name, create separate fields for the first and last name.
- Use a find request before merging to include only certain database records. You may also want to sort the records before merging them. ClarisWorks prints only the found records in the order they were sorted.

Preparing the merge documents

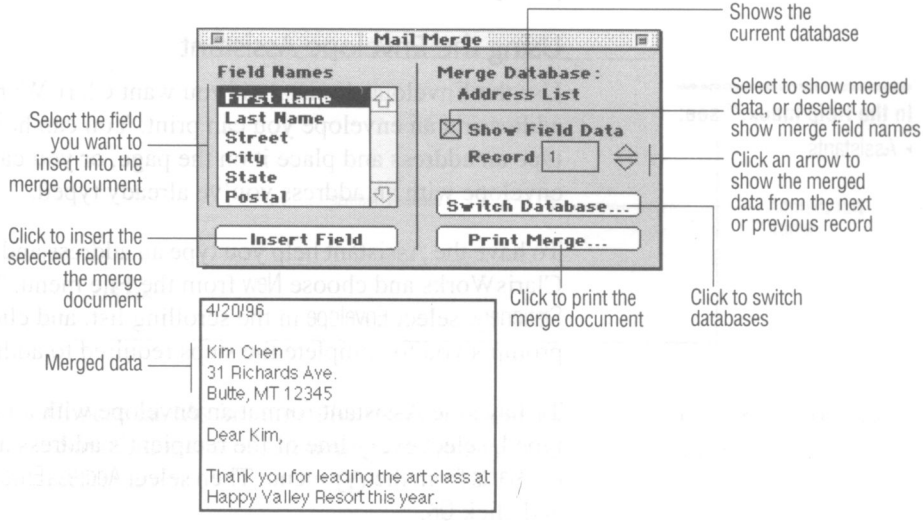
In the Help index,* see:
- mail merge

To prepare the merge document, open the ClarisWorks document you want to merge the data into. Then choose Mail Merge from the File menu, select the ClarisWorks database document that contains the data you want to insert, and click Open.

Note If you are merging data into a draw document, you must merge the data into a text or spreadsheet frame within that document.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

In the merge document, position the insertion point where you want to insert the data from the database field. In the mail merge palette, select field names, and click Insert Field for each one.



Merge document

You can move the mail merge palette around the window as you work to view the merge document.

Printing the merge documents

In the Help index,* see:
▸ merging data

When you are finished inserting fields or field data into your merge document, click Print Merge in the mail merge palette. In the Print dialog box, click Print.

ClarisWorks prints one merge document for each record in the database document's found set.

Tip To print only one record, select Show Field Data on the mail merge palette, click an arrow to go to the desired record, and then choose Print from the File menu.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Addressing envelopes

If your printer can be set up to print on envelopes, you can address envelopes in ClarisWorks. If you cannot print directly on envelopes, you may want to print your addresses on address labels. See "Printing labels" on page 8-39.

Using the Envelope Assistant

In the Help index,* see:
- Assistants

Use the Envelope Assistant if you want ClarisWorks to step you through addressing an envelope you can print. You can have the Assistant help you type an address and place it on the page, or you can have it format an envelope with an address you've already typed.

To have the Assistant help you type an address and place it on the page, start ClarisWorks and choose New from the File menu. Then select Use Assistant or Stationery, select Envelope in the scrolling list, and click OK. The Assistant prompts you to complete the steps required to address the envelope.

To have the Assistant format an envelope with an address you've already typed, select every line of the recipient's address and choose ClarisWorks Assistants from the ? menu. Then select Address Envelope from the scrolling list and click OK.

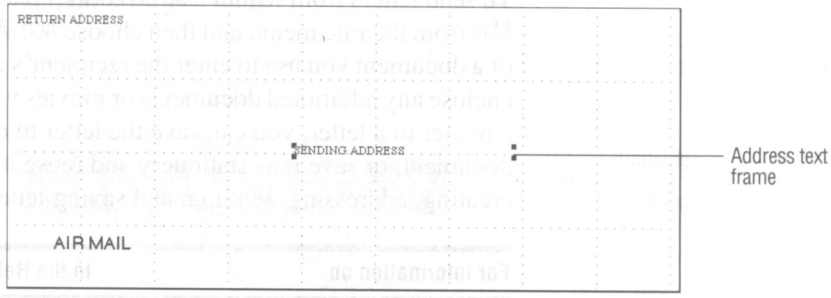
Setting up the envelope stationery

In the Help index,* see:
- envelopes
- stationery, creating

To set up the envelope stationery, create a draw document. Choose Page Setup from the File menu, choose an envelope setting from the Paper pop-up menu and an orientation (horizontal for standard business envelopes), and click OK.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

To create the envelope stationery, click the text tool [A], click in the document where you want the beginning of the sending address to go, and type an address or placeholder text. Be sure to press Return at the end of every line of text. You may have to resize the address by dragging its handles. Repeat to place text for the return address.



Choose Save As from the File menu and save the document as stationery. See "Saving document formatting (stationery)" on page 2-9 for more information.

Addressing the envelope

In the Help index,* see:

- envelopes
- stationery, using

To address an envelope, choose New from the File menu, select Use Assistant or Stationery, and choose your envelope stationery from the Category pop-up menu. Double-click the sending address text frame and type the address you want to use. Repeat for the return address text frame.

Insert the envelope into your printer and print the envelope stationery document.

You can also print addresses from a database document using mail merge. See "Merging data into documents (mail merge)" on page 9-19.

Working with electronic mail

To send and receive electronic mail messages (called *letters*) from within ClarisWorks, your computer must be connected to a network that provides electronic mail services. You also need PowerTalk, a system extension available from Apple Computer, Inc.

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

If you are connected to a gateway, such as an Internet gateway, you can use PowerTalk to communicate by electronic mail with many types of computers and mail systems, locally or in remote locations. For more information, see the documentation that came with your PowerTalk software.

To send letters from within ClarisWorks, create or open a document, choose Mail from the File menu, and then choose Add Mailer. A mailer is a special area of a document you use to enter the recipient's address, title the message, and enclose any additional documents or movies you want to send. Once you add a mailer to a letter, you can save the letter to disk as a ClarisWorks document, or save it as stationery and reuse it later. For information on creating, addressing, sending, and saving letters, see onscreen Help.

For information on	In the Help index,* see:
Adding a mailer	▸ mailer
Electronic mail basics	▸ letters
Saving a letter to disk	
Sending a letter	
Setting up a letter	

For information on reading, forwarding, and replying to letters you receive, using shortcut buttons to automate electronic mail tasks, and setting mail preferences, see onscreen Help.

For information on	In the Help index,* see:
Automating electronic mail tasks	▸ electronic mail
Forwarding a mail message	▸ letters
Reading electronic mail	
Replying to mail messages	
Setting mail options in the Preferences dialog box	▸ electronic mail

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

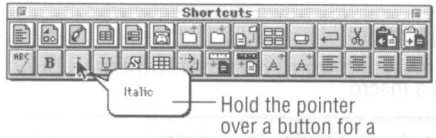
Customising shortcuts

In the Help index,* see:

- shortcut buttons
- Shortcuts command
- shortcuts, keyboard
- shortcuts palette

A shortcut runs a sequence of actions when you click a button in the shortcuts palette. Shortcuts reduce tasks, such as opening a file or checking the spelling of a document, to a single step. You can use the preset shortcuts, add or remove shortcuts that appear on the palette, or create new shortcuts to suit the way you work.

To see the shortcuts palette, choose Shortcuts from the File menu and then choose Show Shortcuts.



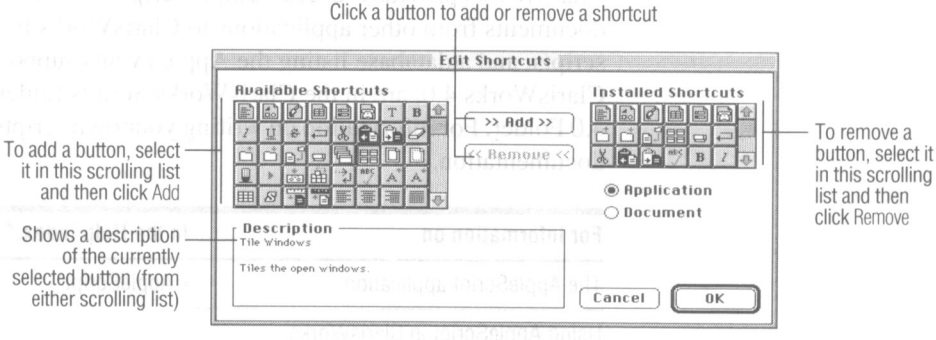
Default shortcuts palette for word processing documents

Hold the pointer over a button for a few seconds to see the button's name

The shortcut buttons that appear on the shortcuts palette change depending on the document type and whether or not the palette has been edited.

In addition to changing which shortcuts appear on the palette, you can change the display of the icons for shortcuts. See "Working with shortcuts" on page 3-18.

To add or remove buttons from the shortcuts palette, choose Shortcuts from the File menu and then choose Edit Shortcuts.



To create new shortcuts, you can create a *macro*, assign it to a button, and then add the macro to the shortcuts palette. See "Using macros," next.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Using macros

A macro is one action that performs a series of actions. You can create macros to automate tasks you do often. For example, you can create a macro that sorts a database, prints a report, and closes the database document.

You can also assign a button to a macro to make it a shortcut.

For information on	In the Help index,* see:
Changing a macro	▸ macros
Creating a macro	
Deleting a macro	
Making a shortcut button for a macro	
Running a macro	

Using AppleScript with ClarisWorks

AppleScript is a system software extension that automates tasks and procedures on computers and in many applications using Apple events. AppleScript is included with the System 7.5 software. If you have an earlier system version (System 7.0 or 7.1), you can purchase AppleScript from Apple Computer, Inc.

ClarisWorks provides several sample scripts, such as a script for converting documents from other applications to ClarisWorks format. The sample scripts, and a database listing the Apple events supported by ClarisWorks 4.0, are in the ClarisWorks Scripts folder, in the ClarisWorks 4.0 Folder. For information on writing your own scripts, see the AppleScript documentation.

For information on	In the Help index,* see:
The AppleScript application	▸ AppleScript
Using AppleScript in ClarisWorks	

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Using WorldScript

WorldScript allows multiple script systems to exist on the same computer. This means that you can use ClarisWorks to create documents in foreign languages, such as Japanese or Chinese. To use WorldScript, you need System 7.1 or later, and one or more of the language kits available from Apple Computer, Inc.

ClarisWorks fully supports WorldScript in text documents and frames, but does not support right-to-left or contextual languages.

When you install a language kit and run ClarisWorks, you see a new menu and an additional icon in the Preferences dialog box.

For information on	In the Help index,* see:
Setting WorldScript Preferences	▸ WorldScript
The WorldScript technology	
Using WorldScript in ClarisWorks	

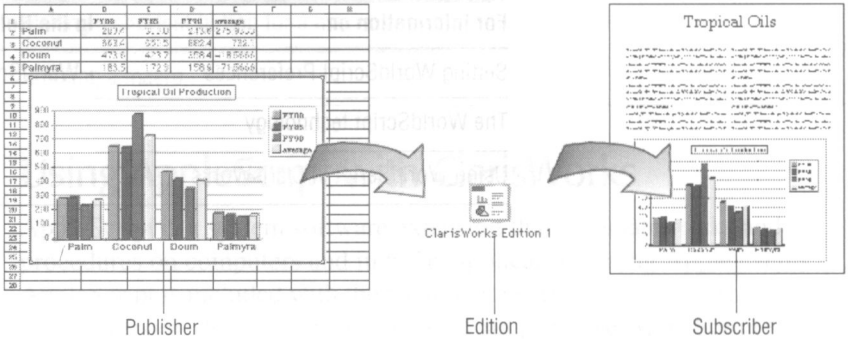
Using Publish & Subscribe

In the Help index,* see:

- Publish & Subscribe

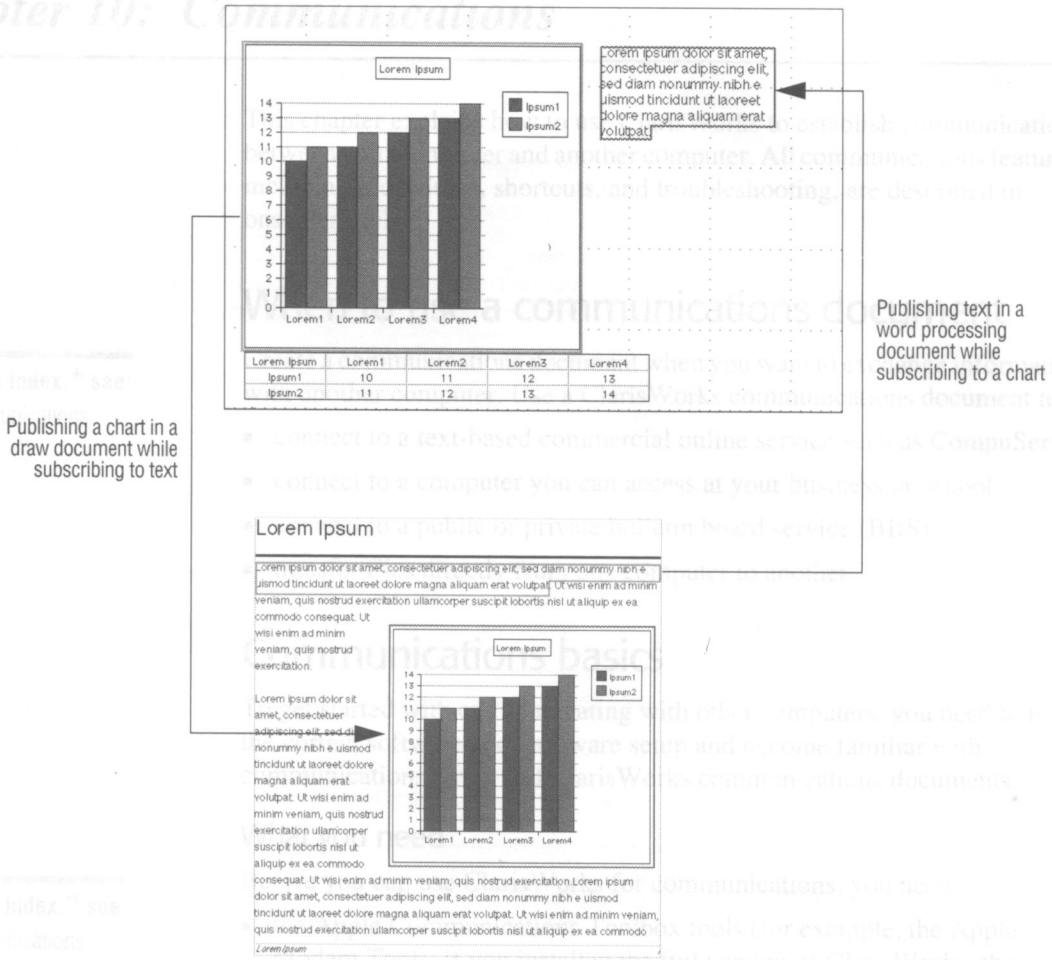
Macintosh System 7 Publish & Subscribe is a live copy-and-paste of information from one document or application to another. You must be running System 7 to use Publish & Subscribe. Any application that supports Publish & Subscribe can subscribe to ClarisWorks editions and vice versa.

For example, you can use Publish & Subscribe to publish a chart from a spreadsheet document in a word processing document. By making the chart in the spreadsheet document the *publisher*, you create an *edition* file. The word processing document becomes the subscriber to the edition so that the chart in the subscriber is updated each time it changes in the publisher.



You can have any number and combination of publishers and subscribers in a document. For example, you can publish a chart from a draw document for a colleague to use in a report, and have the published chart's edition file update whenever you change data in your chart. At the same time, you can subscribe to your colleague's analysis of the data in a text frame in the draw document where you originally created the chart.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.


Lorem Ipsum
Ipsum1
Ipsum2
Lorem1 Lorem2 Lorem3 Lorem4
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh e uismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
Lorem Ipsum | Lorem1 | Lorem2 | Lorem3 | Lorem4
Ipsum1 | 10 | 11 | 12 | 13
Ipsum2 | 11 | 12 | 13 | 14
Publishing text in a word processing document while subscribing to a chart
Publishing a chart in a draw document while subscribing to text
Lorem Ipsum
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh e uismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Ut wisi enim ad minim veniam, quis nostrud exercitation.
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Lorem Ipsum
Ipsum1
Ipsum2
Lorem1 Lorem2 Lorem3 Lorem4
Lorem Ipsum

Chapter 10: Communications

This chapter explains how to use ClarisWorks to establish communication between your computer and another computer. All communications features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a communications document

In the Help index,* see:
▸ telecommunications

Create a communications document when you want to exchange information with another computer. Use a ClarisWorks communications document to:

- connect to a text-based commercial online service such as CompuServe
- connect to a computer you can access at your business or school
- connect to a public or private bulletin board service (BBS)
- transfer files directly from one computer to another

Communications basics

To get started with communicating with other computers, you need to have the correct software and hardware setup and become familiar with communications terms and ClarisWorks communications documents.

What you need

In the Help index,* see:
▸ telecommunications

Before you can use ClarisWorks for communications, you need:

- the Apple Communications Toolbox tools (for example, the Apple Modem Tool). If you installed the full version of ClarisWorks, the installation program copied the necessary tools to your system if you didn't already have them.
- a modem and the necessary cables to connect your computer to a telephone line. Refer to the modem manufacturer's manual and the online service for additional requirements.

  Note If you're connecting directly to another computer, you may not need a modem. Instead, you can use a serial connection cable. See "Connecting to another computer without a modem" on page 10-4 for more information.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Communications terms and concepts

If you're new to communications, you need to be familiar with the following communications terms and concepts.

Term	Definition
Terminal	A screen and keyboard used to communicate with a *remote* (distant) computer. The remote computer can be as close as the same room or building, or as far away as another country. Using the terminal software included in the ClarisWorks package, your computer can *emulate* (act like) a terminal, so that your computer and the remote computer can communicate.
Host computer	A computer that answers requests for information or that acts as a gateway to other computers. You communicate with a host computer across a telephone line. To communicate with a host computer, you usually need an assigned user name and password. When you identify yourself at connection time, you're *logging on*. When you disconnect, you're *logging off*.
Connecting	The process of establishing communication with another computer. Communication from one computer to another requires a transmission channel—usually a telephone line, but sometimes a cable between two computers. Connection by telephone requires a *modem*, a device that turns data from your computer into a signal that can be transmitted over a telephone line. The computer at the other end of the telephone connection also requires a modem.
Session	The amount of time from when you connect to an online service or another computer to when you disconnect (also called *connect time*). When you use a commercial online service, you're usually billed only for connect time.
Online service	A host computer that gives you access to a variety of information, such as weather forecasts, airline schedules, databases used for research, and bulletin boards for communicating with other users.

In the Help index,* see:

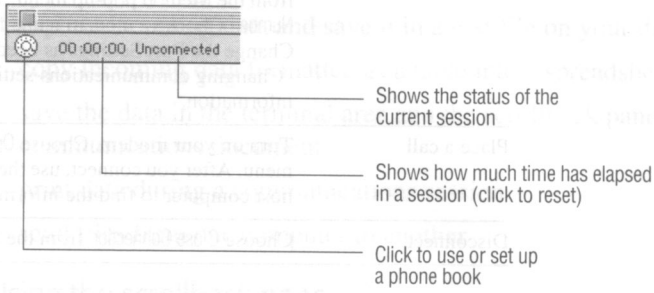
▸ communications documents

Creating a communications document

To create a communications document, choose New from the File menu, click Communications, and then click OK.

About the communications window

All communication between your computer and an online service or another computer appears in the communications window.



Connecting to another computer

After you create a communications document, you're ready to:

- connect to an online service or a remote computer using a modem
- connect directly to another computer, using a cable
- receive a call from another computer, using a modem

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Connecting to another computer with a modem

Begin a session by setting up a connection and then placing the call. When you have completed the session, disconnect your computer from the online service or remote computer.

In the Help index,* see:
- connecting

To	Do this
Set up a connection	Choose Connection from the Settings menu. When the Connection Settings dialog box appears, make sure Apple Modem Tool is selected from the Method pop-up menu. Type the number to dial in Dial Phone Number. Choose a modem name from the Modem pop-up menu. Change the Port Settings as needed, and then click OK. (See "Changing communications settings" on page 10-9 for more information.
Place a call	Turn on your modem. Choose Open Connection from the Settings menu. After you connect, use the commands of the online service or host computer to find the information you want.
Disconnect	Choose Close Connection from the Session menu.

Connecting to another computer without a modem

In the Help index,* see:
- direct connections

You can connect one computer directly to another (for example, to transfer data between a notebook computer and a desktop computer), without using a modem. To do so, connect a null modem cable from the serial port (modem or printer) of one computer to the serial port of the other computer. For more information, refer to onscreen Help and the documentation that came with your computer.

Receiving a call from another computer

In the Help index,* see:
- disconnecting
- receiving calls

You can set up a communications document to wait for another computer to call your computer.

To receive a call from another computer, choose Connection from the Settings menu. In the Connection Settings dialog box, choose Apple Modem from the Method pop-up menu. Click Answer Phone After...Rings, type the number of rings you want before your modem answers the call, and then click OK.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Choose Wait for Connection from the Session menu and wait for the appropriate incoming call. ClarisWorks answers every incoming call after the specified number of rings until you end the session.

To end the session, choose Close Connection from the Session menu.

Working with data during a session

During a communications session, you can:

- capture incoming data and save it in a text file on your disk
- copy incoming data formatted as a table into a spreadsheet document
- save the data in the terminal area and the scrollback pane in a communications document
- print data during a communications session
- send files from one computer to another

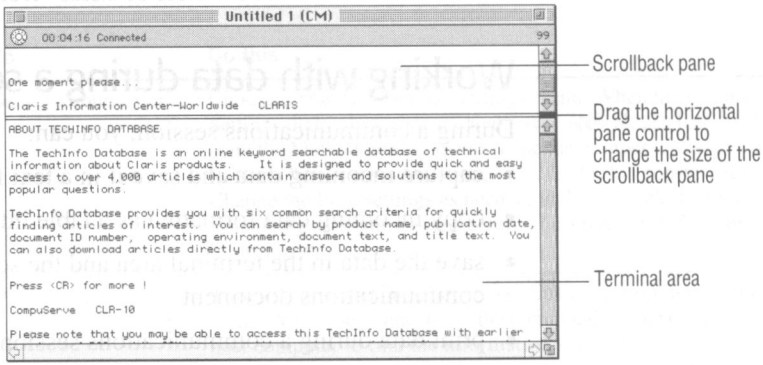
Using the scrollback pane

In the Help index,* see:
▸ communications documents

As you work during a communications session, the data you receive from the remote computer goes into the terminal area of the communications window. (If you don't see what you type in the terminal area, choose Terminal from the Settings menu and turn on Local Echo.) Data that overflows the terminal area goes in the *scrollback pane*.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Use the scroll bars in the scrollback pane to look back through data that is no longer visible. When you save or print the document, you also save or print the contents of the scrollback pane.



Important Do not depend on the scrollback pane to save data. As you fill available memory, the oldest contents of the scrollback pane are removed. If you choose Save from the File menu, copies of the scrollback pane you saved earlier are overwritten and data may be lost. To store incoming data safely, capture it directly to a file. See the next section, "Capturing incoming data."

You can change the characteristics of the scrollback pane to suit the way you work.

To	Do this
Show and hide the scrollback pane	Choose Show Scrollback or Hide Scrollback from the Settings menu.
Copy the contents of the scrollback pane into another document	Select the contents and choose Copy from the Edit menu. Switch to another document and choose Paste.
Clear data from the scrollback pane	Choose Clear Saved Lines from the Session menu.
Limit the amount of data to store	Choose Preferences from the Edit menu. In the Preferences dialog box, scroll to and click the Communication icon. Select a memory option from the Scrollback pop-up menu and then click OK.

Capturing incoming data

In the Help index,* see:
- capturing data
- communications preferences

You can *capture*, or save, all incoming data (not just the contents of the screen and the scrollback pane) in a text file as it's received. When you capture data, the file is saved on disk—not in memory.

You can start capturing data before you connect or while you're online. For example, if you don't want to save your online service's menus, you can wait to capture data until you're about to receive the information you want.

To	Choose
Begin capturing incoming data	Capture to File from the Session menu, enter a filename, and then click Save
Stop capturing the data	Stop Capture from the Session menu
Set preferences that affect how you capture data	Preferences from the Edit menu. Scroll to and click the Communication icon, select options, and then click OK.

Saving and printing communications documents

In the Help index,* see:
- capturing data

When you save a communications document by choosing Save from the File menu, you are saving the contents of the terminal area, the scrollback pane, and your current communications settings. You can save a communications document at any time, even if you're connected to another computer.

To save only the text in the scrollback and terminal areas (excluding the communications settings), choose Save As from the File menu. Name the document, choose Text from the pop-up menu, and click OK.

Important You should not use Save on the File menu as your primary means of saving incoming data; you should use it mainly for saving communications settings. When you save a document with Save, copies of the scrollback pane that you saved earlier are overwritten and data may be lost. To store incoming data safely, capture it directly to a file. See the previous section, "Capturing incoming data."

To print a communications document, choose Print from the File menu. You can print at any time.

* Choose Index from the [?] menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Copying and pasting a table

In the Help index,* see:
- Copy Table command

If you receive a table of data during a communications session, you can paste it into a spreadsheet so it lines up one item per cell, or into a text document or frame so that the columns line up.

To copy a table during a communications session, select the text you want changed to a table (the text must have at least two spaces between columns). Choose Copy Table from the Edit menu, and then paste the data into a spreadsheet or word processing table.

Sending a file to a remote location

In the Help index,* see:
- Send File command

You can send a file to another computer if the computers have the same transfer method. When you send a file, be sure that the other computer is set up to receive files automatically or that someone is available at the other end of the connection to initiate the transfer.

Simplifying communications tasks

You can automate communications tasks and work more efficiently by using the ClarisWorks phone book, templates, and macro features.

In the Help index,* see:
- Connection command
- log-on macro
- phone book

To	Do this
Start or edit a phone book	Choose Phone Book from the Settings menu, type in the Edit Phone Book Entry dialog box, and click OK. Click Done when you are finished making entries.
Place a call using the phone book	Click the phone book icon in the tool bar and select an entry you wish to call.
Make a communications document into a template	See "Saving document formatting (stationery)" on page 2-9.
Create a log-on macro	Record a macro that enters the necessary passwords and ID information to connect to an online service. See onscreen Help for instructions.

* Choose Index from the ? menu and scroll to the entry. Then choose a topic from the list and click Go To Topic.

Changing communications settings

If your modem or the online service requires different settings than the ClarisWorks defaults, or if you want to connect directly to another computer without using a modem, you can change the connection, terminal, and file transfer settings. Refer to the manuals that came with your modem and online service to find out which settings you should use.

A new communications document is preset to use the following tools, which are supplied and installed with ClarisWorks:

- Connection setting: Apple Modem Tool
- Terminal setting: VT102 Tool (compatible with VT100)
- File Transfer setting: XMODEM Tool

The connection, terminal, and file transfer options are preset to the most commonly expected conditions.

For example, the preset connection tool is the Apple Modem Tool, which is used to connect to a remote computer through a Hayes-compatible modem. Another connection tool is the Serial Tool, which is used for direct communication with another computer or another device.

In the Help index,* see:

- connection settings
- file transfer settings
- terminal settings

To change	From the Settings menu, choose
Connection settings	Connections
Terminal settings	Terminal
File transfer settings	File Transfer

Refer to onscreen Help for information about the various tool options. Balloon Help also contains detailed descriptions of the connection settings.

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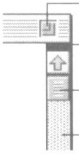
View controls

Click to close window



Click to expand window

Drag to split window horizontally into panes

Drag to scroll vertically

Click to scroll one screenful

Click to specify zoom percentage

Click to zoom in or out

Click to show or hide the tool panel

Double-click to go to a specific page (Page View on)

Drag to split window vertically into panes

Click to scroll one screenful

Option-click to show Preferences dialog box

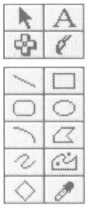
Drag to scroll horizontally

Tool panel

Selection and frame tools

Selection, frame, and drawing tools are available in all documents and frames (except communications). If the tools are hidden, click the show/hide tools control.

Drawing tools



Arrow pointer — Text

Spreadsheet — Paint

Line — Rectangle

Rounded rectangle — Oval

Arc — Polygon

Freehand — Bezigon

Regular polygon — Eyedropper

Fill sample

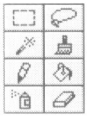
Fill palettes

Pen sample

Pen palettes

Painting tools

Use the drawing tools and these additional painting tools in paint documents and paint frames.



Selection rectangle — Lasso

Magic wand — Brush

Pencil — Paint bucket

Spray can — Eraser

Library and stylesheet palettes

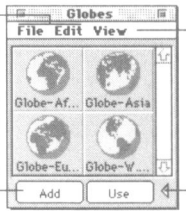
Close, save, copy, delete, or select library items

Change the view and organisation

Click a library item and drag it into a document

Make a selection in the document, and then click to add the selection to the library

Click to expand the palette t rename or find library items

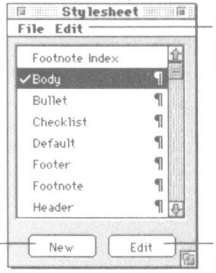


Import, export, copy, delete, or modify styles, or change the view

Choose from the list to apply a style to a selection

Click to create a style

Click to expand the palette to change a style



Using onscreen Help

See the index

Return to the last topic you viewed

Return to the table of contents

Move backward and forward in this group of topics

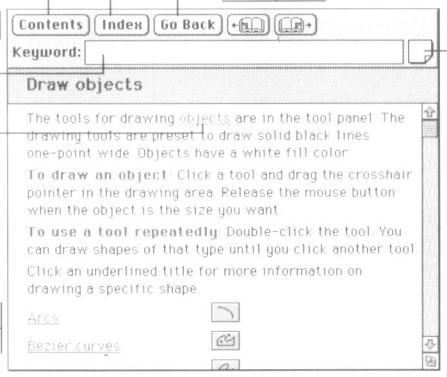
Click a navigation button

Type a word you want to find in the index and press Return

Click underlined text to see a definition

Click underlined titles to jump to a topic

Attach notes to a topic



In the Help index,* see:

▸ shortcuts palette

In the user's guide, this note means there's more information about a topic in onscreen Help. To go to a topic, click Index, and scroll through the alphabetical list to the entry. Then double-click a topic to select it.

Draw

raw shortcut buttons (default)

- Align top edges
- Align left edges
- Align bottom edges
- Align right edges
- Align centers horizontally
- Align centers vertically
- Move forward
- Move backward
- Irregular text wrap
- Rotate object 90°

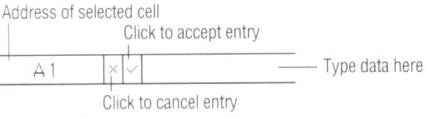
Paint

aint shortcut buttons (default)

- Rotate image 90°
- Opaque mode
- Transparent pattern mode
- Tint mode
- Lighten image
- Darken image
- Tint image
- Fill image
- Blend colours
- Invert
- Pick up

Spreadsheet

ntry bar



eyboard and mouse shortcuts

ll down	⌘-D
ll right	⌘-R
sert cells	Shift-⌘-I
elete cells	Shift-⌘-K
odify a chart element	Double-click element
ormat a number	Shift-⌘-N, or double-click cell
ort	⌘-J

avigation techniques

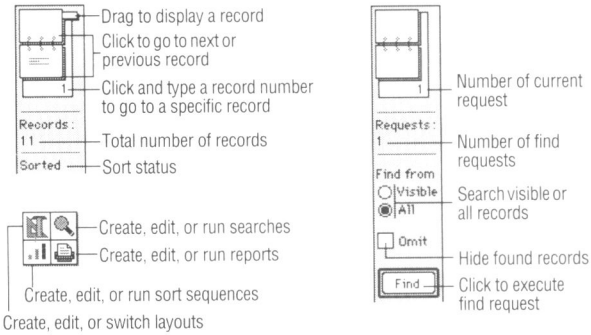
o accept current entry and	Press
ove one cell down	Return
ove one cell up	Shift-Return
ove one cell right	Tab
ove one cell left	Shift-Tab

preadsheet shortcut buttons (default)

- Align left
- Align center
- Align right
- Sort ascending order
- Sort descending order
- Total selected cells (AutoSum)
- Currency format
- Percent format
- Commas format
- Show/hide formulas
- Outline border
- Left border
- Top border
- Right border
- Bottom border
- Wrap text
- Insert row or column
- Delete row or column
- Bar chart
- Stacked bar chart
- Pie chart
- Area chart
- Line chart
- High-low chart
- Pictogram chart

Database

Status panels



Keyboard and mouse shortcuts

Activate a field	Tab or click inside field
Deselect records	Enter
Find (display a find request)	Shift-⌘-F
Go to a record	⌘-G
Insert Tab in a text field	⌘-Tab
New record	⌘-R
Select a record	Click record outside a field
Select contiguous records	Click the first record you want to select, and then Shift-click the last record you want
Select or deselect records individually	⌘-click

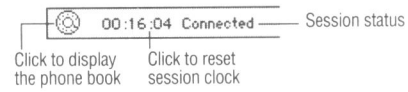
Navigation techniques

Move to first character in field	⌘-↑ or ⌘-←
Move to last character in field	⌘-↓ or ⌘-→
Move to next field	Tab
Move to previous field	Shift-Tab
Move to next record (same field)	⌘-Return
Move to previous record (same field)	Shift-⌘-Return

Database shortcut buttons (default)

- Sort ascending order
- Sort descending order
- Sort again
- Show records that match value
- Show records that don't match value
- Show records less than value
- Show records greater than value
- Add new record
- Show all records
- Hide selected records

Communications



Communications shortcut buttons (default)

- Open/ close connection
- Send a file
- Receive a file

General

Keyboard and mouse shortcuts

Most key combinations are displayed in the ClarisWorks menus. To use a key combination, hold down the first key listed and then press the next key or click the mouse as indicated. For example, to quit ClarisWorks, press ⌘ and then press Q.

Close	⌘-W
Copy	⌘-C or F3
Cut	⌘-X or F2
Delete	Delete
Find Again (when Find dialog box is closed)	⌘-E
Find/Change	⌘-F
Help	⌘-? (question mark) or Help
New	⌘-N
Open	⌘-O
Page View	Shift-⌘-P
Paste	⌘-V or F4
Print	⌘-P
Quit	⌘-Q
Save, Save As	⌘-S, Shift-⌘-S
Select All	⌘-A
Show/hide shortcuts palette	Shift-⌘-X
Show/hide Styles	Shift-⌘-W
Show keyboard shortcuts in dialog boxes	⌘
Spelling: Check Document, Check Selection	⌘-= (equal sign), Shift-⌘-Y
Thesaurus	Shift-⌘-Z
Undo/ redo	⌘-Z or F1

General shortcut buttons (default)

- New WP document
- New DR document
- New PT document
- New SS document
- New DB document
- New CM document
- Open document
- Save document
- Insert document
- Tile windows
- Print document
- Undo/ redo
- Cut
- Copy
- Paste
- Check spelling
- Bold
- Italic
- Underline
- Show/ hide stylesheet

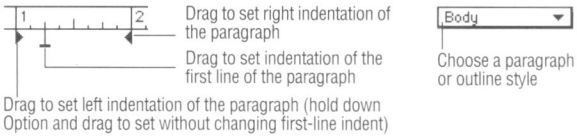
Text

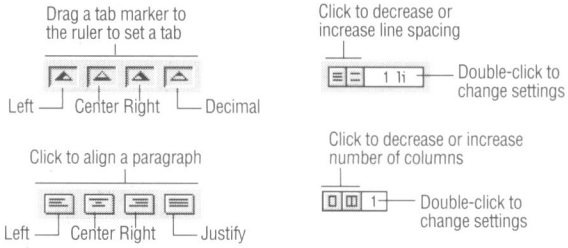
Selecting text shortcuts

Word	Double-click word
Line	Click line three times
Paragraph	Click paragraph four times
From insertion point to beginning, or to end, of paragraph	Shift-Option-↑, Shift-Option-↓
Extended selection	Click at one end of selection, and then Shift-click at other end; or click at one end, then Shift-↑ or Shift-↓
Whole document	⌘-A
From insertion point to beginning, or to end, of document	Shift-⌘-↑, Shift-⌘-↓

Quick Reference

Text ruler controls





Typing and finding formatting characters and special text

To show or hide formatting characters, type ⌘-; (semicolon).

For this character	Press, type, or choose from the Edit or Format menu	In the document, you see	To find the character, type ⌘-F, then type this in the Find box	In the Find box, you see
Space	Space bar	·	Space bar	(Nothing)
Non-breaking space	Option-Space bar	·	Option-Space bar	(Nothing)
Tab	Tab	→	\t or ⌘-Tab	\t
Paragraph return	Return	↵	\p or ⌘-Return	\p
Line break (soft return)	Shift-Return	↵	\n or Shift-⌘-Return	\n
Column break	Enter		\c or ⌘-Enter	\c
Page break	Shift-Enter		\b or Shift-⌘-Enter	\b
Section break	Option-Enter		\-Option-6	\§
Automatic date	Insert Date	Updated date	\d	\d
Fixed date	Option-Insert Date	Fixed date	(Date)	(Date)
Automatic time	Insert Time	Updated time	\h	\h
Fixed time	Option-Insert Time	Fixed time	(Time)	(Time)
Automatic page number	Insert Page #	Page number	\#	\#
Fixed page number	Option-Insert Page #	Page number	(Number)	(Number)
Backslash (\)	\	\	\\	\\

Text shortcut buttons (default)

- Make table
- Show/hide formatting characters
- Copy ruler
- Paste ruler
- Increase font size
- Decrease font size
- Align left
- Align center
- Align right
- Justify